

**U.S. Public Health Service
Environmental Health Officer's Professional Advisory Committee (EHOPAC)
Meeting #167 Minutes, April 13th, 2011**

Note: This meeting was held via WebEx with the call originating from Phoenix Area IHS Office of Environmental Health & Engineering in Phoenix, Arizona

1. Call to Order 1130 Eastern DST
EHOPAC Chair CAPT Mike Noska called the meeting to order. Roll call was held for members in attendance. Names of guests participating via phone and WebEx were recorded.

EHOPAC Members and their Agency Affiliation Participating in Meeting #167

EHOPAC Members Present	EHOPAC Members Absent
CAPT Michael Welch, Chief Professional Officer	CDR Dino Mattorano (EPA)
CAPT Michael Noska (FDA) Chair	LCDR Shawn Lafferty (EPA)
CDR Chris Kates (OS/ASPR) Vice-Chair	LT Christian Witkovskie (FDA)
CAPT Wayne Hall (IHS) Treasurer	
CDR Dave Cramer (IHS) Recorder	
CAPT Brian Johnson (IHS)	
CAPT Charles Higgins (DOI)	
CAPT Jean Gaunce (CDC)	
CDR Danny Walters (IHS)	
CDR James Howell (IHS)	
CDR Scotty Hargrave (FDA)	
LCDR Derek Newcomer (NIH)	
LCDR Jennifer Freed (ATSDR)	
LCDR Joseph Laco (CDC)	
LCDR Lisa Delaney (CDC)	
LCDR Sarah Unthank (USCG)	
Liaisons Present	Liaisons Absent
CAPT Wendy Fanaselle COA Board Liaison	CAPT Clint Chamberlin COA Board Liaison
CDR Diahann Williams OCCFM Customer Service Representative	CAPT Gary Noonan (Ret) American Academy of Sanitarians Liaison
LCDR Carrie Oyster COA/COF Category Day Liaison	CDR Thomas Pryor ARP Liaison
LCDR Jill Shugart COA/COF Category Day Liaison	CDR Don Williams EHAC Liaison
LCDR Jamie Mutter (CDC) JOAG Liaison	LT Jessica Schwartz COA/COF Category Day Liaison
	Vacant CAM Liaison
EHOPAC Guests Present	
LT Bill Fournier (Represented LT Witkovskie)	

2. CPO's Report

- COSTEP Near Critical Date
There are approximately 30 COSTEPs selected for summer 2011. OCCO has identified April 15th as the notification date for go-no-go in terms of bringing summer interns on as officers. Some are already pursuing the Civil Service option as a backup.
- New OSG Accountability Structure in Home Stretch
The restructuring of the OSG is nearing completion and should be finalized late this month or early May. The restructuring coupled with lifting of the pause has opened up opportunities for short details to Headquarters. Interested applicants should contact CAPT Welch.
- Billet Transformation Reaches EHO Category
Monday, April 11th, 2011, EHOs across the country received a request to participate in the billet assessment process. There were 198 officers identified to be in EHO-specific billets. Officers have 14 days to select the billet choice that best fits the position they currently fill and respond to CAPT Byron Bailey. CAPT Byron Bailey is heading up the transformation and expects the EHO billet assessment process to be completed within 90 days. The entire Commissioned Corps should be complete by the start of the next fiscal year. Also, Civil Servants filling EHO billets generally held by Commission Officers due to the hiring pause will have their billets assessed around the first of September. Direct Access will prompt officers in un-assessed billets filled after October 1 to complete the billet assessment at the time. If an EHO considers their position should be identified as a multidisciplinary billet, they must inform CAPT Bailey and indicate they have support of their supervisor.
- Readiness Rebounds from Direct Access Implementation
EHO Category readiness has historically hovered around 96%. With the implementation of the Direct Access system in September of 2010, readiness dipped to 75%. This was true across all categories. Readiness statistics pulled on March 31st of showed a return to the historic average 96%. The OMB benchmark is 90%.
- New Interpretation of Commissioned Corps Furlough Status to be Reviewed
Last week the Justice Department issued an interpretation of the Commissioned Corps as non-exempt from furlough in the event of a federal government shutdown. During the government shutdown of 1995-1996, the Commissioned Corps was considered exempt-non-pay the same as the other uniformed services. The CPOs will be meeting with the SG in the coming weeks in an effort to try to understand the new interpretation. The EHO CPO advises officers to stay positive and continue to focus on the good work they do every day.

3. PAC Chair Report

- PAC Chairs to Decide on Policy Issues
The PAC Chairs will meet Thursday, April 14th to finalize a recommendation for the Frocking Policy and Model Charter. The Frocking Policy would allow promoted officers to use their new rank followed by the term *select* until their promotion effective date. The Model Charter would increase PAC membership from 20 to 30 members, increase the term length from 3 to 4 years and allow non-PAC members to serve as subcommittee chairs. If approved by the PAC Chairs, recommendations would go to the CPO Board then on to the OSG.

4. Liaison Reports

- Commissioned Officers Association – CAPT Fanaselle

No Report

- EHAC Report - CDR Don Williams
No Report
- JOAG Report – LCDR Jamie Mutter
 - T-shirts are available for pre-order and can be picked up at COF or shipped directly to an officer. They will be \$15. Order forms will be updated shortly and this will be announced on the listserv. The winning slogans are:
 - Serious Slogan: “U.S. Public Health Service: Building the Foundation for a Healthier Nation”
 - Funny Slogan:
“Uniform pants that actually fit: \$41
Ribbon for doing what you were hired to do: \$1
Protecting, promoting and advancing the health and safety of our nation: Priceless”
 - The Office of the Surgeon General concurred with and signed off on JOAG’s USPHS Commitment to Service Award Proposal (previously referred to as the Longevity of Service Award). The proposal included that JOAG would take the lead on developing the draft implementation policy and ribbon design, so stay tuned for the next steps.
 - The COF Planning Committee is investigating ways to conduct a roommate match program and interested officers should be receiving information about it soon.
 - The JOAG Social will take place on Wednesday, June 22, 2011 at 7pm. at Pat O’Briens.
 - Pat O'Briens Courtyard Restaurant.
 - 624 Bourbon Street
 - New Orleans, LA 71030
 - www.patobriens.com
 - We are seeking current photos of junior officers for the 2010-2011 JOAG poster for COF symposium. Please send your pictures to LT Leah Walkingbear at Leah.Walkingbear@ihs.gov by COB Monday, April 18, 2011.
 - The Community Service Subcommittee is still looking for volunteers to take the lead on community service opportunities from the Naval District Washington Regional Community Service Program.
 - Meet and Greets are going to be held in Oklahoma City on April 13 and Atlanta on April 29.
 - The next Journeymen Series will be on May 13th from 1-2pm. An invitation will be sent to RADM (ret) Williams to speak. Please email LCDR Heidi Hudson (cvv2@cdc.gov) with questions or suggested topics for the Journeymen Series.
 - The next JOAG General Member Meeting will be held on Sunday, June 19, 2011; 1800-2000 EST. at the COF Conference in New Orleans. A meet and greet will follow the meeting.
 - For more information on how you can get involved in JOAG and for meeting time information, visit the JOAG Website at <http://www.usphs.gov/corpslinks/JOAG>
 - Miss a meeting? JOAG digitally records each meeting, including the Journeyman Series. For an mp3 copy of the recording, email LT Hiren Patel, hiren.patel@fda.hhs.gov.

- Category Day Liaison – LCDR Jill Shugart

The EHOPAC Category day will be held Tuesday, June 21st at the COF meeting in New Orleans from 0745 to 1700. The theme is Public Health Leadership: Keys to a Healthier Nation. CAPT Welch will lead a talk on Career Development Strategies including current and new benchmarks along with the CPO's update. There will also be 12 presenters throughout the day describing unique EHO career assignments. During the noon-time session, RADMs Holman, Meeks and Grinnell will lead a panel discussion on how EHOs lead in the field of public health. Lunch will be provided for registered attendees. At some point during the day, the Surgeon General will drop in and spend 10 minutes meeting with the attendees. The June EHOPAC meeting will commence immediately following the Career Day sessions. Early Bird Registration ends Friday, April 15th, so take advantage of the lower rates if you are planning to participate.

The EHOPAC needs to decide on 2 issues:

1. Can the PAC Pay for speaker recognition plaques at a cost of \$400 (CAPT Hall reports we have \$3,313.66 in our account) given that the COF cannot afford to purchase them?
2. Given the SG's limited time visiting with EHOs on Category Day, would the EHOPAC prefer to present to her highlights of the past year or use the time for question and answers?

CDR Kates will poll PAC Membership following the meeting. A response is needed by April 27th for both issues.

- OCCFM Liaison Report – CDR Diahann Williams

CDR Williams will PCS to HRSA Region 9 in the near future, so today's call may be her last as the OCCFM Liaison. OCCFM will appoint another liaison to the EHOPAC. CDR Williams has been the project manager for the Website Migration Project. The project entails hosting all USPHS-affiliated websites on the USPHS.gov website including all the PACS and JOAG. CDR Williams has developed a project action plan which includes forming a workgroup with IT representatives from each PAC. The plan is to do a wholesale review of the Migration Project. The EHOPAC has concerns that the migration will hinder our ability to post documents and photos at-will. CDR Williams said this will have to be looked at by the group going forward.

5. OPDIV/Agency Reports

ASPR Prepares for National Level Exercise

CDR Kates reported that the ASPR will participate in a National Level Exercise on May 16th -20th. The scenario is an earthquake in the New Madrid Seismic Zone. CDR Kates will represent ESF-8 in the Kansas City, Missouri EOC.

FDA Responds to Japanese Nuclear Crisis

CAPT Mike Noska participated in a Radiological Health Support Team mission to Tokyo. The deployment was at the request of the US Dept of State and consisted of five officers including CAPT Joe Hugart of the USAID DART. The team worked out of the US Embassy. The Japanese Government has reported that the quake has resulted in an amount of debris that would take the country 16 years to produce.

6. Subcommittee Reports

- Career Development Subcommittee
 - Current Subcommittee Members: CAPT A. Krake, Co-Chair, BLM; CAPT B. Johnson, Co-Chair, IHS; CAPT J. Church, USCG; CAPT R. Bialas, IHS; CAPT W. Going, ATSDR; CAPT C. Edwards, FDA; CDR K. Atencio, EPA; CDR J. Chervoni, CDC; LCDR C. Oyster, USCG.
 - Current initiatives:
 - (1) Assisting LCDR Shugart, LCDR Oyster, and LT Schwarz with preparing for the EHO Category Day at the USPHS Scientific and Training Symposium to be held June 20-23 in New Orleans. Category Day will include a brief presentation and Q&A on career development issues.
 - (2) Starting to prepare for counseling services for officers scoring in the bottom quartile during the FY11 promotion cycle. Will be identifying agency-specific EHO counselors to assist as needed once the FY11 promotion results are released.
 - Actions previously directed by EHOPAC: None
 - Notable news/activities/accomplishments since last EHOPAC meeting:
 - (1) CAPT Ann Krake is in the process of transferring from BLM Washington/Oregon to BLM in the DC area.
 - (2) Status of PY 2012 Benchmarks
 - (3) It's never too early to begin preparing for the next promotion cycle (PY2012).
 - a. CCMIS Website: Services → Promotion Information

- Charter, Bylaws and Policy Review Subcommittee
 - Current Subcommittee Membership: CDR Chris Kates, Chair, CAPT Charles Higgins, CAPT Dan Strausbaugh, CDR Jennifer Lincoln, and LT Danielle Mills
 - Current initiatives: Currently developing Operational Guidelines for the Charter, Bylaws, and Policy Subcommittee
 - Actions previously directed by EHOPAC: No new PAC requests since June meeting
 - Notable news/activities/accomplishments since last EHOPAC meeting: CAPT Charles Higgins will be assuming the Chair position of the subcommittee effective April 14, 2011.
 - Long Term Goals: None to report
 - Items for EHOPAC Input/Discussion: None to report
 - Attachments: None

- History Subcommittee – LT Christian Witkovskie (report given by LT William Fournier)
 - No Report

- Awards and Recognition Subcommittee – CDR Scotty Hargrave
 - The Spring Awards Nominations went out over the Listserve and are open until May 2nd. The subcommittee's O6 officers will review and vote on awards.

- Membership Subcommittee – LCDR Sarah Unthank
 - Fall elections are coming up. The highlighted names on the Membership Profile chart below show EHOPAC members who have the option of standing for re-election for another term. LCDR Unthank will be sending out an email

in May to determine the intentions of these members. Based on the response, she will solicit self nominations for new PAC members for the Listserve in June or July. If members are interested in serving another term, they must complete the membership renewal form.

ENVIRONMENTAL HEALTH OFFICER
PROFESSIONAL ADVISORY COMMITTEE
MEMBERSHIP PROFILE
April 2011

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	4.75
Brian Johnson	IHS	EHOPAC	C.O.	Field	SR	EH	03/06 through 02/09	03/09 through 02/12	4.75
Christopher Kates	At-large	Self	C.O.	Field	SR	EH	09/05 through 08/08	08/08 through 03/12	5.33
Jean Gaunce	CDC	Self	C.O.	HQ	SR	EH	01/08 through 12/10	01/11 through 12/13	3
Sarah Unthank	USCG	Self	C.O.	Field	JR	EH	01/08 through 12/10	01/11 through 12/13	3
Scotty Hargrave	FDA	Self	C.O.	Field	SR	EH	N/A	01/09 through 12/11	1
Christian Witkovskie	FDA	Self	C.O.	Field	JR	EH	N/A	01/09 through 12/11	1
Wayne Hall	IHS	Self	C.O.	Field	SR	EH	N/A	01/09 through 12/11	1
Jennifer Freed	ATSDR	Self	C.O.	HQ	JR	EH	N/A	01/09 through 12/11	2
Christopher Lafferty	At-large	Self	C.O.	Field	JR	EH	N/A	01/09 through 12/11	1
Lisa Delaney	CDC	Self	C.O.	Field	JR	EH	N/A	01/09 through 12/11	2
David B. Cramer	IHS	Self	C.O.	Field	SR	EH	N/A	01/10 through 12/12	1
Joseph P. Laco	CDC	Self	C.O.	Field	JR	EH	N/A	01/10 through 12/12	1
Dino A. Mattorano	EPA	Self	C.O.	Field	SR	EH	N/A	01/10 through 12/12	1
James Howell	IHS	Self	C.O.	?	SR	EH	N/A	01/11 through 12/13	0
Danny Walters	IHS	Self	C.O.	?	SR	EH	N/A	01/11 through 12/13	0
Charles Higgins	DOI	Self	C.O.	?	SR	EH	N/A	01/11 through 12/13	0
Derek Newcomer	At-large	Self	C.O.	?	JR	EH	N/A	01/11 through 12/13	0

Note: On-Coming members information was estimated based on recent election. YEARS ON PAC are accurate through 12/10.

Indicates Out-going member Indicates Re-Elected member Indicates On-Coming member Indicates term pending

All PAC Members are requested to review the Membership Profile document and let LCDR Unthank know if there are any errors in their information.

7. New Business

School Visit:

The EHOPAC is planning the fall campus recruitment meeting. After a careful analysis of schools, East Tennessee State University and the University of Illinois at Springfield are the top choices. The PAC is planning to meet at one this year and the other the next year. The decision comes down to order. CDR Kates will send out an email requesting a vote on which school should go first.

8. Meeting adjourned 1331 Hrs. EDST

Next meeting June 21st, 2011

Attachment: Marketing & Recruitment Subcommittee – LCDR Jennifer Freed

Note: this report was not presented during the meeting but is being attached for the record to share timely information.

EHOPAC Subcommittee Report

13 April 2011

Subcommittee: Marketing and Recruitment

Chair: LCDR Jennifer Freed

Co-chairs: CDR Brian Cook and CDR Shawn Lafferty

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
- New M&R Subcommittee pages and improvements on EHOPAC website
- “Securing your first assignment” brochure distribution
- JRCOSTEP 2010 follow-up letter
- Assisting applicants now that pause is lifted
- Using technology and social media to promote our category

Notable news/activities/accomplishments since last EHOPAC meeting:

- Provided information about EHO Marketing and Recruitment activities to the USPHS Recruitment Branch Accountability Structure Working Group. Provided opinions on what works best for our category, and put forward some ideas and suggestions for the new Recruitment Branch to consider.
- “Securing Your First Assignment” brochure for boarded applicants describing agencies has been distributed to the ehopac listserv, CAM team, and posted on our website. Please share freely with applicants. This brochure will be updated every 6 months with current contact information for EHO POCs.
- CDR Cramer met with CAPT Prince to discuss the current application process. Some notable changes are:
 - All applicants required to complete pre-screening questionnaire (on-line) before being approved to receive an application. (Approximately 200 pre-screens are submitted each day).
 - Applications must be submitted as a *package* now with all required forms included or it will be rejected.

LT Leonard and CDR Cramer are developing an outline of the current application process and the information necessary when recruiters are talking to prospective applicants or someone that wants to learn more about USPHS/EHO.

- 25 letters signed by the CPO were sent to the 2010 JRCOSTEPs; several have already responded back. A couple have submitted an application for active duty. We will be tracking the responses and will follow-up periodically to see how many end up applying for active duty.

- Advertised the COF symposium to environmental health students by emailing information that would interest students to all 3 accreditation listservs, and the ehopac listserv. LCDR Shugart is planning to keep track of students that join our category day to follow-up with them for recruitment purposes.
- LCDR Shugart and her JRCOSTEP workgroup are working on a cost analysis for hiring JRCOSTEPs.
- Facebook: We now have a “page” for recruiting purposes, and a “group” for current EHOs. Both are gaining new members all the time. We are working on putting facebook links on the ehopac website.
- A new workgroup on the subcommittee, “Agency, Workforce, and Organizational Recruitment” is contacting state environmental health associations and other EH associations to ask if 1) we can put USPHS/EHO information on their websites, and 2) if they have any events where a presentation or recruitment booth would be appropriate/welcomed. They have received favorable responses so far! We will be posting opportunities for recruitment at these events on the ehopac listserv soon.
- No new EHOs called to duty since August 2010.
- 2011 JRCOSTEP season: Approximately 25 students (23 IHS, 1 NIH, 1 FOH) have been selected for assignments. Special thanks to LTJG Justin Perkins for initiating the process for hiring a JRCOSTEP in FOH. This will be the first JRCOSTEP assignment at FOH. Thank you LTJG Perkins! It is unknown if the orders will be completed in time to bring them on, considering the new process requiring presidential confirmation.
- Current subcommittee priorities:
 - Assist applicants – influx of general questions coming in now that pause was lifted. Subcommittee will work on new ideas to further assist our applicants and answer questions.
 - Advertise EHO category on school websites – exploring ways to host our information on university career services websites, and environmental organization websites (e.g., web postings, career portals, widgets, etc.)
 - Share vacancy information with applicants – working on new ideas to compile vacancy information to share with EHO applicants.

Long Term Goals:

- Support EHO recruitment efforts by developing and maintaining 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 JRCOSTEP opportunities to students, schools, and agencies and increase the number of JRCOSTEP placements.
- Develop methods/tools to convince non-IHS OPDIVs to consider hiring JRCOSTEPs.
- 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:

- None

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

- None

Attachment: EHO Category & Applicant statistics

Category Statistics – as of 4/13/11

New officers since February 2011: 0*

Rank	Name	Agency	CAD	Qual. Degree	Major	School	Notes

*The last EHO CAD was 8/24/10

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 Current number of EHOs: 367 (↓2 since 2/15/11)

By agency:

ATSDR 19
 BOP 2
 CDC 65 (↓1 since 2/15/11)
 DHS 21
 DOD TMA 1
 EPA 17
 FDA 89 (↓1 since 2/15/11)
 HRSA 4
 IHS 102
 INTERIOR 14
 NIH 8
 OS 11
 PSC 9
 USDA 5

By rank:

O-2 36 (↓2 since 2/15/11)
 O-3 57
 O-4 84 (↑1 since 2/15/11)
 O-5 92 (↓3 since 2/15/11)
 O-6 95 (↑2 since 2/15/11)
 O-7 3

EHO Applicant Statistics (as of 4/13/11)

- Approximately 21 boarded and medically cleared applicants according to applicant locator on the CCMIS website.