

**U.S. Public Health Service
Environmental Health Officer's Professional Advisory Committee (EHOPAC)
Meeting #171 Minutes, December 13th, 2011**

Note: This meeting was held at the DHHS Tower Building in Rockville, Maryland and via WebEx with the call originating from Phoenix, Arizona.

1. Call to Order 1203 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 #171

EHOPAC Members Present	EHOPAC Members Absent
CAPT Michael Welch, Chief Professional Officer	LT Christian Witkovskie (FDA)
CAPT Michael Noska (FDA) Chair	
CDR Chris Kates (OS/ASPR) Vice-Chair	
CAPT Wayne Hall (IHS) Treasurer	
CDR Dave Cramer (IHS) Secretary	
CAPT Brian Johnson (IHS)	
CAPT Charles Higgins (DOI)	
CDR Danny Walters (IHS)	
CAPT Jean Gaunce (CDC)	
CDR Dino Mattorano (EPA)	
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)	
LCDR Shawn Lafferty (EPA)	
Liaisons Present	Liaisons Absent
CAPT Wendy Fanaselle COA Board Liaison	CAPT Gary Noonan (Ret) American Academy of Sanitarians Liaison
CDR Don Williams (IHS) EHAC Liaison	Vacant ARP Liaison
LCDR Eva McLanahan (EPA) JOAG Liaison	Vacant OCCFM Customer Service Representative
LTJG Kazuhiro Okumura (USDA) COA/COF Category Day Liaison	LCDR Jessica Schwartz COA/COF Category Day Liaison (ex officio)
LCDR Carry Oyster COA/COF Category Day Liaison	Vacant CAM Liaison
EHOPAC Guests Present	
CAPT Dale Bates, HRSA CAPT Gary Pearlman	LCDR Eva McLanahan, EPA LCDR Robert Horsch, NIH

<p>CAPT John Smart, OS/ASPR CAPT Laura Rabb, CDC CAPT Edwin Vazquez, HRSA CDR Mark Marshall, NIH CDR Melanie Mayor, FDA CDR Mary O'Connor, CDC/NIOSH LCDR Elena Vaouli, ATSDR</p>	<p>LT Kelsey Hustedt, IHS LT Matthew Deptola, NIH LT Alex Deptola, FDA LTJG Michelle Dittrich, HRSA Leah Harman</p>
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2. CPO's Report – CAPT Michael Welch (IHS)

- CAPT Welch Explains Changes to the Commissioned Corps Application Process

The Division of Commissioned Corps Personnel and Readiness has a backlog of 1,200 applications. Typically, DCCPR only processes 500 applications in a year. Due to a lifting of the hiring pause, DCCPR has been overwhelmed with applicants. Therefore, DCCPR has limited new applications to the following:

- Physicians and Dentists.
- CDC EIS candidates forwarded to USPHS from the Agency.
- IHS Pharmacy Residency candidates that have been forwarded from the Agency.
- USUHS candidates forwarded to USPHS from the program.
- DOD Wounded Warrior Initiative applicants (psychiatrists, psychologists, psychiatric nurse practitioners and licensed clinical social workers).
<http://usphs.gov/Articles/Dod.aspx>
- Student programs (i.e. Jr and Sr COSTEP).

Part of the problem stems from a scarcity of resources at the DCCPR. They have 60 FTEs with a budget of \$6 million. There DCCPR also has been recently managing a high number of adverse personnel actions. The DCCPR is targeting physician and dentists due to sharp declines in those categories. For example, there used to be 800 Commissioned Corps Dental Officers; now there are 300.

CAPT Welch opened the floor for questions. These included:

- Are the hiring priorities based on the 5 pillars? 1. Vulnerable/underserved populations. 2. Isolated/Hardship locations. 3. Requires rapid deployment. 4. Regular interaction with other uniformed services. 5. Can only be filled by a CO.
- If an agency wants and can support a CO, will DCCPR process application?
- If EHO Category only has 19 applicants as of November, why cut off processing EHO applications?
- How long is this going to last?

CAPT Welch indicated these were all good question for RADM Giberson who would be on the EHOPAC Call later in the meeting.

- EHO's Contribute to National Prevention Strategy Document

CAPT Welch expressed thanks to CAPT Higgins, CDR Walters, CDR Delany, CDR Mattorano, CDR Laco and LCDR Freed for their help in drafting the EHO response to the Surgeon General's National Prevention Strategy: America's Plan for Better Health and Wellness. The NPS Includes:

- Healthy and Safe Community Environments
- Clinical and Community Preventative Services

- Empowered People
- Elimination of Health Disparities
- Tobacco Free Living
- Preventing Drug Abuse and Excessive Alcohol Use
- Health Eating
- Active Living
- Injury and Violence Free Living
- Reproductive and Sexual Health
- Mental and Emotional Well-being

CAPT Noska also commended the group who worked on the EHO response and added that these are issue areas are not traditional for the EHO Category. CAPT Vasquez made the point that it is helpful to cross train into other areas.

The following are example of how the EHO category addressed the NPS:

Healthy and Safe Community Environments: *EHOs at the CDC National Center for Environmental Health (NCEH) and the Indian Health Service (IHS) engage in Healthy Home initiatives to address injury hazards, asthma triggers, lead-based paint, radon, pest infestation/vector borne disease and mold, among other household hazards.*

Clinical and Community Preventative Services: *EHOs at the CDC National Center for Environmental Health (NCEH) and the Indian Health Service (IHS) engage in Healthy Home initiatives to address injury hazards, asthma triggers, lead-based paint, radon, pest infestation/vector borne disease and mold, among other household hazards.*

The NPS Report is available at the following URL:

<http://www.healthcare.gov/prevention/nphpphc/strategy/report.pdf>

- Leadership and Management

CAPT Welch stressed the need for EHOs to develop their leadership skills. To impact change, EHOs must assume leadership positions in their respective agencies. It is unclear how many EHOs are serving in agency leadership positions. By observation, our category appears underrepresented. It also appears that there are fewer CO's in leadership positions, and there may be a relationship between a shortage of Commissioned Corp leaders and the instability of the Corps over recent years.

LCDR Carrie Oyster added that the Coast Guard has a course called Senior Leadership and Principles or SLPS. The class is designed for mid-career officers. It teaches strategic thinking; how to work with teams; how to inspire people below. The weeklong training is held in New London, CT. USCG is willing to allow non-USCG PHS officers to participate in the course if they are supported by their own agency. Priority is given to CG officers.

3. PAC Chair's Report – CAPT Michael Noska (FDA)

EHOPAC Bids Farewell to CAPT Hall and LT Witkovskie

CAPT Wayne Hall and LT Christian Witkovskie are rotating off the PAC this month. Thanks for your service! A few more officers are rotating off in February.

LCDR Freed to Chair Training Subcommittee

The EHOPAC will form a new subcommittee to manage Category Day. LCDR Jennifer Freed will chair the new Training subcommittee. This leaves a vacancy Marketing and Recruitment subcommittee.

PAC Chairs Committee Approves Changes to Cross Category Benchmarks

The PAC Chairs approved changes to five promotion precepts. Of those, three came from the EHOPAC.

4. Treasurer's Report – CAPT Wayne Hall (IHS)

- The EHOPAC Treasurer reported that the PAC is maintaining a total balance of \$3,279.01. This is the same amount as reported at the October meeting.

5. DCCPR – RADM Giberson

RADM Giberson is the Director of the Division of Commissioned Corps Personnel and Readiness (DCCPR). The following are notes from his remarks to the EHOPAC regarding the new processes developing at the DCCPR.

- ✓ There are government-wide challenges and lots of changes; so be resilient. For example, the DCCPR is being cut back to 2002 levels. In the near-term, do your mission for the agency. Please recognize that Surgeon General and Senior Leadership have a tremendous passion for the Corps and are committed to looking out for the Commissioned Corps.
- ✓ Agencies can always hire EHOs; however, only the ones in the current DCCPR applicant queue will be commissioned.
- ✓ Commissioning is a privilege. DCCPR has to be very careful on who they commission and how they grow the corps.
- ✓ If an active application is in the queue for over a year, their application will not expire. All applications must be complete by December 31st, 2011.
- ✓ In the past in an effort to grow the Commissioned Corps, the Corps has taken all comers. Now DCCPR is becoming much stricter about commissioning. This places a higher value on the commission. We are not going to appoint officers with a questionable background.
- ✓ Please continue to recruit. This is a temporary period where we are limiting applications. New recruits will get a greater sense of how privileged they are to be officers.
- ✓ Projects are being developed at DCCPR such as updating policies et al. and will be available for officers to who want a short detail.
- ✓ DCCPR is hoping to call more officers to duty than in previous years. There are enough officers in the queue to last throughout the entire fiscal year. DCCPR may open new applicants up late in the year.
- ✓ There are enough EHO applicants in the queue to bring on a sufficient number based on past years. There is double the number of applicants compared to what is placed in a year. If the EHO applicant pool is exhausted, they will open it up. This is very similar to the other uniformed services.
- ✓ You only want to take the best and the brightest. Officers have to have tact, diplomacy, and communication skills.
- ✓ Goal is to change the culture of the Corps. This is not just a resource process.

- ✓ Effective January 3rd, 2012, new calls to active duty will have an addendum on the 1662. New CADs must meet one of the five pillars such as vulnerable population. Agency has to justify why they want an officer. This will be a pilot project for the next six months.

6. Liaison Reports

- **Commissioned Officers Assoc. – CAPT Wendy Fanaselle (FDA)**
 - ✓ COA is accepting nominations for Board of Directors. Applications are due to the by March 1st, 2012. Nominations can be self or by other. Criteria are on the website.
 - ✓ Senator McCain submitted an amendment to increase Tri-Care fees. COA and other military advocates lobbied against it, and the amendment was withdrawn.
 - ✓ 2012 COF will be held at the University of Maryland. The deadline for the call for abstracts is December 21st, 2011.
 - ✓ The COA public relations committee is building a database of messages to elected representatives to describe USPHS activities in districts. If you want to participate, please send CAPT Fanaselle and email at wendy.fanaselle@fda.hhs.gov.
- **EHAC Report - CDR Don Williams (IHS)**

The EHAC is currently reviewing program self-evaluations from universities up for accreditation. Site visits to universities are scheduled for January and February of 2012.
- **JOAG Report – LCDR Eva McLanahan (EPA)**
 - JOAG Journeyman Speakers Series presentation on “USPHS Honor Awards” (CAPT Ross Spears) was recently held. Contact LCDR Eva McLanahan for a copy of the presentation. There have been changes to the 6342 form, so pay close attention next time an award is submitted.
 - The next JOAG Journeyman Speakers Series will be held on Friday, January 13, 2012 from 1300-1400 EST on the topic of the Post 9/11 GI Bill. Call-in: 213-342-3000, passcode 864814.
 - The next JOAG General Member Meeting will be held on Friday, February 10, 2012; 1300-1500 EST. Call-in: 218-936-4700, passcode 791-9605.
 - 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 Speakers Series. For an mp3 copy of the recording, email LCDR Hiren Patel, hiren.patel@fda.hhs.gov.
 - 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 – LTJG Kazuhiro Okumura (USDA)**
 - ✓ Category Day is scheduled for Thursday, June 9th, 2012 and will run from 09:00 to 17:00 hours. Numerous abstracts have been submitted and reviewed. Officers with successful submissions will be notified next week.

- ✓ The COF has been characterized as a Washington, D.C. event; however, it is being held at the Campus of University of Maryland in College Park, which is a ways away from the downtown Washington.

- OCCFM Liaison Report – No Report

7. OPDIV/Agency Reports

- CDR Joe Laco (CDC/ATSDR)

RADM Lushniak will be on campus on Friday 1/27/12. The event is open to all officers.

- CAPT Michael Welch (IHS)

CAPT Welch reported that CAPT Brian Johnson was selected to serve as the Director of the Navajo Area OEH&E. The position manages 150 to 200 staff and has a budget of \$100 million.

8. Subcommittee Reports

- Marketing and Recruitment Subcommittee

– LCDR Jennifer Freed, Chair

- **Co-chairs:** CDR Brian Cook and CDR Shawn Lafferty

Current initiatives (and projected completion date if applicable):

- New EHO recruitment display
- Promoting and Marketing the 2012 JRCOSTEP season
- Using technology and social media to promote our category
- Coordinating EHOs to speak at local and state associations

Notable news/activities/accomplishments since last EHOPAC meeting:

- Emails about the 2012 JRCOSTEP season went to all 3 accreditation listservs and the EHO category listserv. Information was also published in NEHA's E-News in December (thanks to retired CAPT John Steward), and the ASPH Friday Letter news, published 12/2/11. Information was also updated on the M&R website of www.ehopac.org, and through Facebook.
- Reminder to look for placement opportunities for 2012 JRCOSTEPs. Being a preceptor is a great mentoring activity and contribution to officer activities. Selections will likely be starting at the end of January 2012.
- CDR Cook, LT Wright, and LT Burbage are working on a new EHO display with the assistance of NPS graphics offered by CAPT Higgins. This will replace the old and dated displays with something new, lightweight, and easy to ship, and easy to set-up.
- Facebook: Our "page" (for recruiting purposes) has 178 "likes", and our "group" (for current EHOs) has 92 members. Both are gaining new members all the time. Thanks to LTJG Shade and CDR Villines for working to get a facebook widget on the www.ehopac.org website.
- Please use the career section of the EHOPAC website to list any new job opportunities. No jobs have been posted since August 2011.

- Adopt-a-school is on hold for now until applications are accepted again.
- Four EHOs called to duty in October and November, see attachment. Current # of EHOs is 366, up 3 from October 2011. Our category numbers have been steadily declining since reaching a high of 387 in October 2009.
- As of November 1, 2011, we had approximately 19 applicants for active duty.
- Many concerns were received from EHOs regarding the news that headquarters will not process any EHO applications after December 31st for an undetermined period of time. It is not clear how and if EHOs should continue with recruitment activities during this time. More information is needed to answer questions from potential applicants and EHOs.

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:

- Can M&R Subcommittee provide comments on the decision to not accept applications for our category after the end of this month?

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

- None

Attachments: A. Category Statistics

- Attachments: A. Category Statistics

New officers since October 2011: 4

Rank	Name	Agency	CAD	Qual. Degree	Major	School	Notes
LT	Jason Lewis	DHS/CG	11/30/11	BS	Env Health	East Tennessee State University	Prior Service
LTJG	Melanie Moore	CDC/NIOSH	11/5/11	MS	Occ Safety/Health	West Virginia University	
LT	Justin Erickson	DHS/CG	10/22/11	MS	Env Science	Central Missouri State University	Prior Service
LT	Alexa Deptola	FDA	10/7/11	MS	Occ Health/IH	West Virginia University	

Current number of EHOs: 366 (↑3 since 10/5/11)

By agency:

ATSDR 18
 BOP 2
 CDC 68 (↑1 since 10/5/11)
 DHS 23 (↑3 since 10/5/11)
 DOD TMA 2
 EPA 17 (↑1 since 10/5/11)
 FDA 86 (↓1 since 10/5/11)
 HRSA 5
 IHS 99 (↓1 since 10/5/11)
 INTERIOR 13 (↓1 since 10/5/11)
 NIH 10 (↑1 since 10/5/11)
 OS 10
 PSC 9
 USDA 4

By rank:

O-2 22 (↓1 since 10/5/11)
 O-3 69 (↑4 since 10/5/11)
 O-4 80
 O-5 89
 O-6 103
 O-7 3

- IT Subcommittee – LCDR Joe Laco

- ✓ **Current Subcommittee Members:** LCDR Joe Laco (Chair), CDC, CAPT Gary Perlman, ATSDR, CDR Bobby Villines, IHS, LT James Speckhart, USCG, CDR Robert Morones, IHS, LCDR Mark Strauss, South Central Foundation – Alaska, LCDR Eva McLanahan, EPA

- ✓ **Current initiatives:**

- Website security
 - Continued monitoring
 - Site Lock through iPower
 - Working on installation
- Joomla! (1.6) update available
 - Working on possible migration
 - Prototype site ehopac site for testing

- ✓ **Notable news/activities/accomplishments:**

- Continued work on website updates
- Job-Board feature on the EHOPAC website
- Security Update
 - Continuing with iPower
 - Security Issues from Russia
 - Block for access to just US and Canadian visitors
- Link to the “Securing Your First Assignment”
 - Per M & R Subcommittee
- Jr COSTEP Updates
 - Per M & R Subcommittee
- EHO Welcome Packet
 - Per Mentoring & Orientation Subcommittee

- ✓ **Goals:**

- Continued security monitoring and maintenance of ehopac.org website
 - SiteLock
- Update users for permissions for author/publisher.
 - Author Level
 - Other subcommittee users
 - Publisher Level
 - IT subcommittee users
 - Approval for posted content
- Joomla! 1.6 migration
- Backup for EHOPAC site security and maintenance
 - LT James Speckhart
- Continued development of IT subcommittee work groups to manage all activities more efficiently.
- Continued work with EHOPAC subcommittees
 - Marketing and Recruiting
 - Vacancy Sharing for applicants
 - Job board
 - Postings
 - Facebook
 - History
 - Pics

- Attachments**

- Website Statistics



Environmental Health Officer Professional Advisory Committee

Information Technology Subcommittee

December 2011

WEBSITE STATISTICS ehopac.org

Over the past year, our website has received about 20-30 visitors per day. Approximately 9,000 visitors have gone to our website since Jan 1st 2011.

People visit our website from a variety of sources. The majority visit our site by typing in our address. Others are referred from another website.

Of the top ten referrals from another website, six were from a website with the domain ".ru" (Russian Federation).

In addition, we had several instances where users attempted to register on our development website. We are not sure of their intentions, but have blocked their access. Note: users who register are not allowed access to the backend (development side) until approval is granted either by Bobby or Gary.

Our IT security team is in the process of evaluating whether we should exclude visitors who have non-USA and non-Canadian IP addresses.

Our website is backed up on weekly basis. The backup files are then saved to an off-site location.

The pages on our website that are frequently visited include:

- Information for students
- Career development information
- CV template
- Careers listing

Month	Unique visitors	Number of visits	Pages	Bandwidth
Jan 2011	903	1389	4663	569.21 MB
Feb 2011	786	1231	3259	677.98 MB
Mar 2011	827	1223	4840	708.11 MB
Apr 2011	755	1229	3897	578.08 MB
May 2011	789	1458	4878	576.88 MB
Jun 2011	657	1377	4544	508.02 MB
Jul 2011	685	1223	3533	399.12 MB
Aug 2011	617	1088	6574	1.51 GB
Sep 2011	781	1338	5592	847.46 MB
Oct 2011	849	1501	5619	923.18 MB
Nov 2011	936	1505	5136	724.02 MB
Dec 2011	223	316	1028	154.08 MB
Total	8808	14878	53563	8.02 GB

Links from an external page (other web sites except search engines) - Full list

- <http://www.usphs.gov/redirect.aspx> 118 118
- <http://www.facebook.com/l.php> 32 32
- <http://dcp.psc.gov/LinksofInterest.asp> 20 20
- <http://www.elochkin.ru> 17 17
- <http://dcp.psc.gov/CCMIS/LinksofInterest.aspx> 16 16
- <http://www.rospromtest.ru> 12 12
- <http://www.lovedbaby.ru> 12 12
- <http://www.picsia.ru> 9 9
- <http://elkasps.ru> 9 9
- <http://poisk-zakona.ru> 9 9

- **Readiness – CDR Lisa Delaney, CDC**

Chair: CDR Lisa Delaney, CDC; **Members:** CAPT Colleen Petullo, EPA, CAPT Mark Miller, CDC, CAPT Larry Cseh, CDC/ATSDR, CDR Brad King, CDC/NIOSH, CDR Jason Barr, NIH, CDR Martin Smith, IHS, CDR Christopher VanTwuyver, FDA, LCDR Elizabeth Valenti, FDA, LT Patrick Wallace, FEMA, LT Aaron Otis, CDC, Dr. Robert Emery, Univ of Texas

Current initiatives (and projected completion date if applicable):

- Coordinate and support development of EHO Readiness Subcommittee webpage (Dec 2011)
- Update the EHO Readiness Guide originally developed in 2004. The purpose of the document is to identify necessary skill sets and competencies necessary for a successful OFRD deployment.
- Continue to contact EHOs who are listed on the OFRD quarterly Readiness Status Report. (Officers on this report are those who are projected as not meeting basic qualified requirements prior to the Official Readiness Report for that quarter.)
- Develop novel approaches to assisting officers meet Basic Readiness and submit recommendations to CPO.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Draft Updated EHO Readiness webpage developed. Working with the web hosts to upload on our Readiness page.
- Identified EHO activities that align with the Surgeon General's National Prevention Strategy at the request of the EHOPAC.
- Drafted an email outlining influenza vaccination documentation and encouraging officers to get vaccinated that was sent by CAPT Welch on the EHOPAC listserve.

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.

- **Career Development Subcommittee**

– CAPT Anne Krake & CAPT Brian Johnson

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

Current initiatives:

- *EHO Category-Specific Counseling:* In September 2011, the CDSC assigned 9 Senior-Level officers to assist with category specific counseling for EHOs who ranked in the bottom

quartile towards promotion during PY2011. For the counseling sessions completed thus far, the sessions went well and were felt to be productive.

- The CDSC plans to revisit the EHO CV and Continuing Education template formats to update them as necessary. We don't anticipate major changes to either template; however, we believe clarification is needed in several sections of the CV.

Actions previously directed by EHOPAC:

- As requested during the October EHOPAC call, the CDSC Chair sent out an e-mail to the EHOPAC requesting members to review the proposed PY'13 changes to the EHO-specific and cross-category benchmarks and provide feedback on any concerns or additional suggested changes. All proposed EHOPAC changes were incorporated into the proposed benchmark documents.
- CAPT Welch requested information on the status of EHO specific counseling sessions. A spreadsheet was forwarded to CAPT Welch showing the list of counsees, their designated counselors, and the status of the counseling sessions.

Notable news/activities/accomplishments since last EHOPAC meeting:

- *PY2013 Benchmarks:* The CDSC EHO Benchmark Workgroup completed its review of the PY2012 Benchmarks and prepared summary documents of proposed changes for PY2013 in regards to EHO-specific benchmarks (Precepts 2&3) and the cross-category benchmarks (Precepts 1,4 &5). The proposed cross category changes were submitted to CDR Mathew Newland, Chair of the Combined PAC, for review and consideration. To date, we have not received feedback as to whether or not the proposed cross-category changes will be incorporated as suggested. In terms of the proposed changes to the EHO-specific benchmarks, the proposed changes were prepared and forwarded to CAPT Welch, EHO CPO, who then forwarded the information to OCCO for inclusion in the PY2013 Benchmarks.
- In light of the upcoming deadline to submit e-OPF documentation for promotion purposes, members of the CDSC have received numerous requests to review and provide feedback on draft CVs, Continuing Education Summaries, and in some cases, complete e-OPF reviews. The CDSC members have been and continue to accommodate the officers as requested.

- **Charter, Bylaws and Policy Review - CAPT Charles Higgins (NPS)**
 - ✓ **Current Subcommittee Members:** CAPT Charles Higgins, Chair, CAPT Dan Strausbaugh, CDR Jennifer Lincoln, LT Danielle Mills
 - ✓ **Current initiatives:**
 - New subcommittee chair has reviewed past documents and actions as well as the charter and bylaws.
 - Subcommittee membership will be reviewed after the 1st of the year.

- **Awards and Recognition – CDR Scotty Hargrave (FDA)**
 - ✓ There were seven nominees for Responder of the Year. Last year we had three. Ranks ranged from O2 to O6 and represented multiple agencies. Voting was open to all PAC members. Very close call between 1st and 2nd place. CPO CAPT Mike Welch will contact the winner.

- **Membership Subcommittee – CDR Mattorano (EPA)**
 - ✓ 5 members will be rotating off by February 2012.
 - ✓ 5 new members will be coming on board. They have been voted on by the EHOPAC. We are waiting on approval from the SG's office.

- **Mentoring and Orientation – CAPT Jean Gaunce (CDC)**
 - ✓ **Current Subcommittee Members:**
CAPT Jean Gaunce, Chair, CDR Michelle Hawkins, CDR Dale Bates, CDR Hayden Hardie, LCDR Kyle Lim, LCDR Michael Reed, and LT Jennifer Dobson
 - ✓ **Current initiatives (and projected completion date if applicable):**
 - Mentoring program evaluation (ongoing)
 - Matching mentors to protégés (ongoing)
 - Updating Mentor/Protégé spreadsheet (ongoing)
 - Outreach to new CADs
 - Protégé/Mentor matches are being initiated and contacts made (ongoing)
 - ✓ **Notable news/activities/accomplishments since last EHOPAC meeting:**
 - Revised the EHO Welcome Packet and uploaded the document to the EHOPAC website.
 - Currently reviewing and updating the subcommittee Charter and standard operating procedure/roster.
 - Reviewing evaluations submitted by mentors and protégés to determine trends and program improvements.
 - ✓ **Long-term Goals:**
 - Continue to develop and enhance the mentor/protégé database to enable subcommittee members to provide more effective and timely services.
 - Continue to evaluate the subcommittee's processes and procedures to determine where improvements are needed.
 - ✓ **Items for EHOPAC Input/Discussion:**
 - The M&O Subcommittee is currently soliciting for a Vice-Chair.
 - ✓ **Old Business:**
 - -Need clarification on civilian participation on EHOPAC.

9. New Business

CAPT Noska Thanks Committee for Opportunity to Serve

The December meeting was CAPT Noska's last meeting as PAC Chair. He thanked the PAC for the great experience as PAC Chair. He expressed his gratitude for all the officers he's met and all he's learned about the PAC and the category.

10. Meeting adjourned 14:36 Hrs. EDT

Next meeting February 14th, 2012.