



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #190 Minutes, February 10, 2015

**I. Call to Order 1300 EST**

EHOPAC Chair, CAPT David Cramer, called the meeting to order. Roll call was held for members in attendance.

EHOPAC Members Present	
CAPT Alan Parham, Chief Professional Officer	CDR Jill Shugart
CAPT David Cramer, Chair	CDR Chris van Twuyver
CDR Carrie Oyster, Vice-Chair/Treasurer	LCDR Matt Albright
CDR Jennifer Freed, Outgoing Chair (Ex-Officio)	LCDR William Fournier
CDR Jamie Mutter, Secretary	LCDR Jason Mangum
CAPT Bobby Villines	LCDR Carla Tuite
CDR Darren Buchanan	LT Daveta Bailey
CDR Stephen Piontkowski	
EHOPAC Members Absent	
CDR Joe Laco (Excused)	LCDR Katie Hubbard (Excused)
CDR Derek Newcomer (Excused)	LCDR Elena Vaouli (Excused) – Lcdr McLanahan (alt)
LCDR Matthew Deptola (Excused)	
EHOPAC Liaisons Present	
LT Daveta Bailey, JOAG Liaison	CDR Lauralynn McKernan, CCWIAB Liaison

**II. Chief Professional Officer Update – CAPT Alan Parham**

- Please see attached PowerPoint slides (Attachment 1)

### III. EHOPAC Chair Report – CAPT David Cramer

#### *Opening Remarks*

- Greetings from Phoenix, Arizona. I hope things are well where you are. I'm assuming we are well represented today across the country from New York to Alaska. I'm not sure we have anyone calling in from Hawaii. I know we have people deployed in West Africa, and I'm certain they are a little too busy to join today's call but we wish them well and a safe return.
- This is our first Open EHOPAC meeting of 2015. I'd like to start off by welcoming our new voting members.
  - CDR Darren Buchanan – IHS – IT Subcommittee
  - LCDR Elena Vaouli – ATSDR – Communications WG
  - LCDR Matt Albright – FDA – Readiness
  - LCDR – Jason Mangum – EPA – History
  - LCDR – Matt Deptola – NIH (At Large) – History
- I'd like to express a word of thanks for CDR John McKernan for serving as interim EPA representative while LCDR Mangum was deployed to Liberia.
- We have a great year planned and a wonderful leadership team. CDR Carrie Oyster is our Vice Chair and Treasurer. CDR Jamie Mutter is our Secretary. CDR Jennifer Freed is our Ex Officio Chair. We also of course have our great CPO CAPT Alan Parham. We've formed a new Communications workgroup that may possibly grow into a subcommittee. I'll let CDR Oyster or LCDR Vaouli describe that in their remarks.

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

- Opportunities to Gather:
  - As you know we have the Commissioned Officer Foundation coming up in Atlanta May 18-21. At this point, we are not planning to have an EHOPAC meeting in association with the COF. But several of us will be in attendance. CAPT Parham and I are planning to hold a joint brief on the state of the PAC during Category Day.
  - NEHA is in Orlando July 13-15.
  - We are planning to host a live EHOPAC meeting in October possibly at Western Carolina University.
- Document Sharing Website:
  - Last year CDR Freed worked to establish subcommittee worksites on Yammer in order to share documents. For a variety of reasons, that hasn't worked as well as we'd have liked. This year we are looking to use the document sharing features on EHOPAC.org. There's a secure component where the subcommittees can post documents still under review and store internal documents such as SOPs, work plans and subcommittee minutes.
- Fundraising:
  - We are working to establish the PAC's ability to fundraise beyond coin sales. Currently, we are only authorized by the OSG to sell coins at a profit to subsidize PAC activities. However, the PAC Chairs group has received authorization to sell a variety of items within the PAC provided the Agency has a policy in place that permits sales. DHHS appears to have a policy as do many of the OPDIVs that covers fundraising sales by employees associations.

If we are successful, that will help the PAC fund awards, recruitment supplies and possibly even a recruitment booth at NEHA. So stay tuned...

- Exciting Subcommittee objectives for 2015:
  - CDR Oyster and I have been meeting with subcommittee chairs over the past month to discuss goals and objectives for 2015. Final work plans are due by the closed meeting next month. But the subcommittees are working on some really interesting and relevant items for the PAC. I will refrain from providing any details so as to not steal the thunder from anyone's report. So far we've met with History, Marketing & Recruitment, Information Technology, Awards and Mentorship & Orientation.
- Reports from the OPDIVS:
  - During the year, we will be exploring ways in which voting members can better carry forward issues from their respective agencies that might require EHOPAC attention. For example, I know the IHS is wrestling with Economic Development on reservations impacting the ability for EHOs to provide services. There is also the issue with the 0688 series having parity between the OPF standard for Civil Servants and Commissioned Corps. At this point, I'm not exactly certain how to improve the communication loop in a meaningful and sustainable way. I've got some ideas with the History Subcommittee but also the Communications workgroup could also have a role. I am committee to find a way to improve the feedback loop between the PAC and Agencies we represent.
- Benchmarks & Bylaws:
  - I'll remind Voting Members to please respond to CDR Mutter's call for a vote by Friday, February 13<sup>th</sup>, so we can get the approved Benchmarks to CAPT Parham by February 16<sup>th</sup> and post the updated Bylaws to the EHOPAC.org website.
- How to Get Involved: I'll close with this. If you are looking for ways to get involved with your category, please consider the following:
  - Volunteer on a subcommittee that interests you.
  - Present at a University or Professional Association.
  - Submit an EHO Category award nomination.
  - Attend COF in Atlanta.
  - Volunteer to host a webinar topic for Training Subcommittee.
  - Volunteer to be a mentor to a new or junior Environmental Health Officer.
  - Run for a seat on the EHOPAC. The call for new members will come out this summer.
  - Serve as a Jr. COSTEP PreceptorThank you and let me know if there's anything we can do as a leadership team to address the needs of the category.

#### **IV. EHOPAC Vice Chair Report – CDR Carrie Oyster**

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

- A. Working with CAPT Cramer to review each Subcommittee's 2014 workplan, develop each Subcommittee's 2015 workplan (due in March) and finalize Subcommittee SOPs.

#### **V. EHOPAC Treasurer Report – CDR Carrie Oyster**

- Budget
  - Current funds \$\$1554.95
  - Spent \$1185 in CY2014
  - Income \$570 in CY2014
  - Probable CY2015 costs ~\$860 (includes potential \$300 for luggage tags)
  - Income depends on coin sales
- Coins
  - Currently have 169 coins
  - Implementing a tracking process to account for all donated coins, includes subcommittee needs, CPO needs and OBC graduations
  - CDR Jen Freed is managing coins, if an EHO would like to purchase a coin, please contact her at:  
 Agency for Toxic Substances and Disease Registry  
 4770 Buford Highway, MS F-59  
 Atlanta, GA 30341-3717  
 770-488-3650  
[jen7@cdc.gov](mailto:jen7@cdc.gov)
- Subcommittee funding and coins needed during CY2015

## **VI. EHOPAC Outgoing Chair/Ex-Officio – CDR Jennifer Freed**

- No updates at this time

## **VII. EHOPAC Secretary Report – CDR Jamie Mutter**

- No updates at this time

## **VIII. Workgroups and Liaison Reports**

### **A. EHAC Liaison Report – CAPT Don Williams**

- No updates at this time

### **B. American Academy of Sanitarians Report - CAPT Gary Noonan (Ret)**

- No updates at this time

### **C. Commissioned Corps Women’s Issues Advisory Board (CCWIAB) Liaison Report – CDR Lauralynn McKernan**

*Current Subcommittee Members:*

Co-Chair and EHO Representative: CDR Lauralynn McKernan

Members of CCWIAB represent the various operating and staff divisions within HHS, non-HHS entities in which Corps officers serve, and the eleven professional categories.

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

- Violence Prevention Committee
- Outreach Committee
- Pregnancy Committee

- Membership Committee

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

- Expectant Parent Resource Guide: Document has been approved by OSG and will be posted on new CCWIAB website. This resource guide could be linked from EHOPAC website, if interest.
- Membership: Several new officers have joined CCWIAB in January. They are taking the place of other officers who are rotating off of their three year term.
- Outreach Committee: Brand New website being developed: <http://dcp.psc.gov/osg/ccwiab/>
- Violence Prevention Committee: Revised Commissioned Corps Domestic/Family Violence and Treatment Policy is still under review by DCCPR. Informational webinar on updated policy and interpersonal violence still under consideration once policy is signed

## **D. Junior Officers Advisory Group (JOAG) – LT Daveta Bailey**

*Current Subcommittee Members:*

LT Daveta Bailey

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

- Information Sharing between PAC and JOAG

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

- The Junior Officer Advisory Group (JOAG) requests nominations for ten (10) open positions for voting membership for the 2015-2017 term.
- JOAG is the voice for junior officers in the Commissioned Corps and is responsible for advising the Surgeon General on matters that affect junior officers. Voting members serve as the leadership of this organization. Each category is represented by one voting member with an additional nine at-large members for a total of 20 voting members. Approximately ten positions are available each year. The JOAG Executive Committee is elected from within the voting membership. Current voting members select incoming voting members based upon published criteria. The voting membership term is two years and begins on October 1<sup>st</sup>.
- If you know a motivated and dedicated junior officer, please encourage them to self-nominate for the following open positions:
  - Dental Officer Liaison
  - Dietitian Liaison
  - Pharmacist Liaison
  - Physician Liaison
  - Scientist Liaison
  - Veterinarian Liaison
  - At-Large (4 openings)
- Requirements: You must be an active duty junior officer (T-O4 and below) and you must not be eligible to pin-on T-O5 (Commander) prior to July 1, 2017. For questions or to submit nominations for voting membership, contact LCDR Simleen Kaur, Co-Chair, Voting Membership Subcommittee at [Simleen.Kaur@fda.hhs.gov](mailto:Simleen.Kaur@fda.hhs.gov). Nominations are due no later than close of business, Friday, March 6, 2015.

## IX. Subcommittee Reports

### A. Awards and Recognition

*Current Subcommittee Members:*

Chair(s): LCDR Katie Hubbard and LCDR Carla Tuite  
Members: CDR Michael Box  
LCDR Eva McLanahan

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

- Call for 2015 EHOPAC Award nominations (Eason, Moran, Todd, Crow) will go out in March 2015.
- Subcommittee projected 2015 budget will be compiled by end of February.

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

- 2015 EHOPAC Responder of the Year awardee selected. Announcement will be sent out by March 2015.

*Long Term Goals:*

- Develop specific scoring matrices and online voting template for Eason, Moran, Todd, and Crow awards based on award criteria by March 2015.
- Plan for enhanced marketing for awards to increase the number of award nominations.
- Work with training subcommittee to take a more targeted approach to Junior Officers. Possible webinar on how to write an award nomination.

### B. Career Development

*Current Subcommittee Members:*

Chair(s): [CDR Joe Laco](#)  
Co-Chair: [CDR Stephen R. Piontkowski](#)  
Members: [CDR Aimee Treffiletti](#), CDC  
[LCDR Danielle Mills](#), CDC  
[LCDR Chris Fletcher](#), ATSDR  
[LT Beth Wittry](#), CDC

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

- Revision of PY16 Promotion Benchmarks
  - No significant changes from PY15 expected
- EHOPAC Benchmark 2 (Education, Training, and Professional Development) Supplemental Guidance
  - Release date to coincide with DCCPR's official release of 2016 benchmarks (February/March 2015)
- 2015 Work Plan development ongoing

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

- Subcommittee Co-Chair selected

- PY16 Promotion Benchmarks submitted to EHOPAC Voting Members for comment

## **C. History**

### *Current Subcommittee Members:*

LCDR Jason Mangum

LCDR Mathew Deptola – currently serving in Liberia

### Members:

Working on a final list of committee and sub-committee officers who are interested in helping - TBD

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

- None to report as of today but ideas are being generated and a plan is underway to determine if feasible for 2015

### *Notable news/activities/accomplishments:*

- First meeting being attended since my return from Liberia.
- Past meeting minutes reviewed and settling into role of Chair, developing a plan for committee tasks with due dates.

### *Long Term Goals:*

- Update the 2014 Work Plan generally
- Request one of the Subcommittee members to serve as Situation Unit Leader. The SUL will search for and document current significant events in the life of the category (e.g. RADM Vivek Murthy confirmed as 19<sup>th</sup> Surgeon General, CAPT Calvin Edwards to lead Monrovia Medical Mission, NIOSH Selects record number of COSTEPs). The SUL should also reach out to the voting members and request major issues that their OPDIV are contending with (e.g. IHS is dealing with economic development on Indian land.
- Assign a subcommittee member to research and write a one page narrative documenting the category name change from Sanitarian to EHO.
- Publish the Gold Book photos on the EHOPAC Website
- Publish the biographies of RAMDs.

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

- Status on-going for now as I transition into Chair role

## **D. Information Technology**

### *Current Subcommittee Members:*

Chair: Darren Buchanan

Co-Chair: CAPT Gary Perlman

Member(s): Bobby Villines

### *Current initiatives:*

- Routine website maintenance
- Development of 2015 Work Plan
- Development of Subcommittee SOP documentation
- Meeting with PAC Chair and Co-Chair to discuss how the IT Subcommittee can best support the work of the EHOPAC
- Meeting with Communications Workgroup to establish best practices and a plan for consistent use of IT and social media
- Evaluating the current locations of PAC information, and methods of communication in order to find a more central and consistent source:
  - Release date to coincide with DCCPR's official release of 2016 benchmarks
  - EHOPAC.org
  - Facebook
  - EHOPAC-L Listserv
  - CCMIS PAC Website (new)
  - Yammer
- Researching the push to have all PAC websites on the CCMIS server and how it will impact the EHOPAC site

*Rolling Action Item List (RAIL) Items:*

- Identify people interested in working with the Information Subcommittee
- Site reorganization:
  - Reorganize location of meeting minutes
  - Establish the document library as the location and source for both public and PAC-only information
  - Evaluation of the search terms being used on the website and from external search engines to help organize information and documentation
  - Increase CPO visibility on the site
  - Use of RSS feeds to automatically update information on the website



## E. Subcommittee: Marketing and Recruitment

*Current Subcommittee Members:*

Chair(s): CDRs Jill Shugart & Monica Leonard

Secretary: LT Kristen Szenderski

Applicant Assistance and Placement: CDR Gino Beglitti (Co-Lead), LCDR Alaric Denton (Co-Lead), LT Scott Daly, LT Michelle Dittrich, LCDR Jason Lewis

JRCOSTEP: LT Corey Butler (Co-lead), LCDR Charles Craig (Co-lead), CAPT John Smart, CAPT Jeff Smith, LCDR Travis Bowser, LCDR Kenny Fent, LCDR Angela Hodge, LCDR Andrew Kupper, LCDR James Speckhart

Marketing and Materials: LCDR Kyle Wright (Co-lead), LT Katie Burbage (Co-lead), LCDR Valerie Herrera, LCDR Greg Calvert, LT Rachel Lee, LT James Miller, LT Erin Harman

Adopt-a-School and Agency Organization Workforce Recruitment (AOWR): CAPT Rhambarose (Co-Lead), CAPT Don Williams, CDR Jason Thomas, CDR Keith Schwartz, CDR Craig Ungerecht, LCDR John Hansen, LCDR Don Hoeschele; LCDR Jamison Honeycutt (Co-Lead), LCDR Charity Webb, LT David Erez

*Current initiatives (based on Subcommittee Workplan):*

- Working on 2015 work plan

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

- Board Clears 41 EHO Applicants – Appointment boards met in April, May, June, July, and October to clear and rank EHO general duty applicants. During this process, the boards have cleared 41 officers for general duty thus far. Out of the 41 boarded EHOs, there are 16 available for hire; 18 have either secured positions or have pending 1662s; 6 have been medically disqualified, and 1 individual has taken a non-USPHS job. We have sent this list of applicants to the POCs on the securing your first assignment brochure, liaisons and specific hiring managers. We have been helping to answer questions the applicants have by reaching out to appropriate agency contacts and liaisons, and EHOPAC leadership.
- General Active Duty Open Application Window – The general active duty open application window is now open for all individuals who have completed a JRCOSTEP since 2011. There is not a defined closing period yet. Interested applicants need to start by calling the PHS Call Center. The PHS Call Center phone number is 800-279-1605 and details are on the USPHS website at: <http://www.usphs.gov/apply/apply.aspx>. All applicants must meet the degree requirements for the category that they are applying for in order to be eligible.
- 2015 JRCOSTEP Open Application Window - The JRCOSTEP open application window has closed. There were over 50 EHO applications and thus far, more than 20 students have been tentatively selected by agencies. DCCPR is working on the

HHS nomination list and the medical and security clearances. 1662s need to get to DCCPR at least 60 days prior to the student's start date.

- The M&R Subcommittee has been re-organized – Moving forward, the IT workgroup will now be under the new Communications Workgroup and the Adopt-a-School and AOWR Workgroups will combine to meet all future recruitment efforts. This will allow us to be more efficient and serve the EHOPAC in a more timely way. This transition will also assist in removing any duplication between subcommittees and workgroups.

*RAIL Items:*

- These will be based off our new 2015 Work Plan
- **Category Statistics (Total EHOs = 354)**

**By Agency:**

**ACF: 1**  
**ATSDR: 21**  
**BOP: 2**  
**CDC: 69**  
**CMS: 1**  
**DHS: 18 (16 USCG)**  
**DOD: 1**  
**EPA: 13**  
**FDA: 90**  
**HRSA: 4**  
**IHS: 95**  
**DOI: 10**  
**NIH: 12**  
**OS: 8**  
**PSC: 7**  
**USDA: 2**

**By rank:**

**O-2: 15**  
**O-3: 59**  
**O-4: 99**  
**O-5: 82**  
**O-6: 97**  
**O-7: 1**  
**O-8: 1**

## **E.Mentoring and Orientation**

*Current Subcommittee Members:*

Chair(s): LCDR Bill Fournier

Members: LT Christine O'Leary (Vice Chair), LCDR Monique-Rachelle Lester, LCDR Aaron Otis, LCDR Matthew Mcnew, LT Kimberly Garner, LCDR Derek Sakris, CDR Mike Quinn

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

- Data Update
  - Update Application pairing methods using electronic pairing database
  - Integrate existing applications into database
  - Ensure website is current and up to date, including application link to database

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

- Now connected to the HSO Mentor Database. Hope to be up and running by COA 2015.

## **F. Policies and Standards**

### *Current Subcommittee Members:*

Chair(s): CDR Derek Newcomer (currently deployed through March 2015)  
 LCDR Elena Vaouli (Acting Chair through Mar 2015)

### *Members:*

CAPT Tina Lankford  
 CDR Rob McCleery  
 CDR John McKernan  
 CDR Luis Rodriguez  
 LT Chris Fish  
 LT Kimberly Smith

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

- Bylaws - Awaiting final approval by EHOPAC vote.
- EHO Survival Guide –
  - Matrix available for review of chapter content.
  - Final draft undergoing editing – Estimated completion date: March 2015
- EHO Qualification Guidance –
  - In progress. Volunteers identified. POC is LT Kim Smith. Work to resume upon Newcomer's return.

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

- Organizational Updates:
  - Chair, CDR Newcomer, on deployment. Anticipated return date of March 2015.
  - Co-Chair, LCDR Elena Vaouli, serves as Acting Chair until Newcomer's return.
    - Vaouli assigned to Chair newly formed EHOPAC Communications WG.
  - Major projects tabled until CDR Newcomer's return.
- Current Bylaws revised and reformatted.

### *Long Term Goals:*

- Publish 'EHO Survival Guide'.
- Conduct review of EHO appointment standards and provide recommended changes, if deemed appropriate.
- Prepare EHO qualification guidance for use by EHO appointment boards.

**Attachments:** EHO Survival Guide Matrix

## **G. Readiness**

### *Current Subcommittee Members:*

Chair: CDR Chris van Twuyver, FDA  
 Co- Chair: LCDR Timothy (Matt) Albright, FDA

Members: CAPT Mark Miller, CDC  
CAPT Larry Cseh, CDC/ATSDR  
CDR Brad King, CDC/NIOSH  
CDR Jason Barr, NIH  
CDR Martin Smith, IHS  
LCDR Elizabeth Valenti, FDA  
LCDR Patrick Wallace, USCG  
LCDR Justin Gerding, CDC

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

- *Resources Workgroup - LCDR Jeremy Mason, Workgroup Lead*
  - Review and revise the following documents:
    - Utilization Guide- add deployment teams, remove out of date information
    - EHO Marketing Pamphlet-update with marketing workgroup (Brad King)
    - EHO Go Kits (add response kits stored with OFRD for APHT teams)
    - EHO Resource CD- update and post on the EHOPAC Website
- *Marketing and Communications Workgroup - CDR Bradley King-Lead*
  - Check the EHOPAC website quarterly to ensure page functions and content are correct
  - Solicit new EHO deployment narratives to be posted on the EHOPAC Readiness Subcommittee webpage
  - Provide official thank-you letters from the Subcommittee to each officer who submits a deployment narrative
- *Readiness Workgroup - LCDR Patrick Wallace-Lead*
  - 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
  - Conduct annual review of the EHO Basic Readiness Compliance Checklist
  - Review OFRD quarterly Readiness Status Reports and perform trend analysis to identify areas that appear to be “roadblocks” to meeting basic readiness
  - Promote and Manage the EHOPAC PACE program
  - Continue to identify references that should be placed on the Readiness Subcommittee website

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

- LCDR Timothy (Matt) Albright joined the Subcommittee as Vice Chair
- LCDR Jeremy Mason, is now serving as the lead for the Resources Workgroup
- Resources Workgroup
  - The Work Group is currently working to update and revise the EHO Resource CD
- Marketing and Communications Workgroup
  - No Updates
- Officer Readiness
  - A total of five EHO PACE Certificates have been processed to date, no applications were received in January 2015

*RAIL items:*

- Maintain and improve the EHOPAC Readiness Subcommittee Website
- Contact and Advise EHO Officers who fail to maintain basic readiness

## H. Training

*Current Subcommittee Members:*

Chair(s): LT Daveta Bailey & LT Laura Annetta

*Current initiatives (based on Subcommittee Workplan):*

- Study Buddy Program
- Lunch & Learn Webinars
- COF Category Day
- COF Pre Conference Training

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

- Category Day is currently planning: networking session, mentoring session, on-site general meeting, and EHO Social
- Training subcommittee website to include: association annual information, graduate/continuing education programs, and on demand webinar resources
- Study Buddy Program is being redesigned to include new leadership (Team Lead: LT Beth Osterink) and call of volunteers have been submitted

*RAIL items:*

- Category Day Presentation OPDIV approvals
- Develop marketing and content delivery program for Study Buddy Program Phase II
- Prepping for 2015 Symposium training, “Live Meeting”, and social

## I. Communications Working Group

*Current Subcommittee Members:*

Chair(s): LCDR Elena Vaouli

Members: CDR Jennifer Freed  
 CDR Luis Rodriguez  
 LCDR Hristu Chris Chepa  
 LCDR Steven Galvez  
 LCDR John Masters  
 LT James Gooch  
 LT Lauren Shade

*Current initiatives (based on Subcommittee Workplan):*

- Social Media
  - Oversee, maintain and promote EHOPAC Facebook page - Ongoing
- Publications
  - Identify and submit article to Combined Category Newsletter – Due March 1<sup>st</sup>
- Communications Needs Assessment

- Conduct communication needs assessment – Complete 1<sup>st</sup> phase by Mar 31<sup>st</sup>
  - Assessment will be conducted in four phases in 2015.
  - Deliverables – Report and recommendations

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

- Formalized and organized working group
  - Confirmed scope and expectations
  - Successfully transferred social media responsibilities and members from M&R to COMMS.
  - Recruited new members

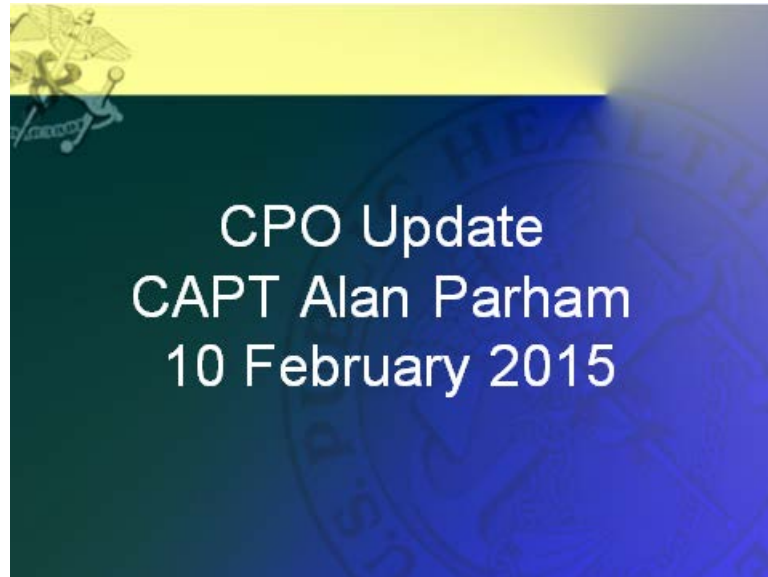
*Long Term Goals:*

- Evaluate and enhance EHOPAC social media activities
- Develop and conduct communication needs assessment
- Document and report communication findings and recommendations

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

- Completed workplan and SOP – In progress. Estimated completion – March 10, 2015

**Attachment 1: CAPT Parham PowerPoint Slides**

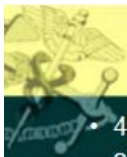




## New EHOs Called to Active Duty

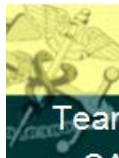
- LTJG Bradley Benasutti – FDA
- LTJG Christopher Caler – IHS
- LT Christopher Dankmeyer - IHS
- LT Karl Feldmann – CDC/NIOSH
- LTJG Stephen McLane – FDA
- LT Joel Merriman – FDA
- LTJG Tyler White - USCG





## Ebola Response Efforts

- 450 officers deployed to West Africa
- 220 of those were deployed from Corps HQ
- 200 have also come directly from CDC supporting the CDC mission, as well as other Corps officers working within their agency missions at NIH, OFDA, OGA, ASPR, and DoD
- Over 100 more officers deployed to Quarantine Stations and Emergency Operations Centers at HHS, Corps HQ, DHS, CDC and ASPR
- Deputy Surgeon General RADM Lushniak volunteered to deploy as an operational asset – commanding our officers in Liberia in Jan and Feb



## Monrovia Medical Unit Update

Team 2 returned on 08 February

- CAPT Tim Radtke
- CAPT John Whitesides
- LCDR Derek Newcomer
- LT Kazu Okumura

## Monrovia Medical Unit Update

### Team 3 EHOs currently in Liberia

- LCDR Brian Putz
- LCDR John McLamb
- LT Lauren Shade
- LCDR Matthew Deptola
- LT Dustin Joplin
- CDR William "Casey" Crump
- LCDR Daniel Adams
- CDR Joe Laco

## EHOs at NIOSH support Ebola Response

- Over 20 EHOs involved.
- Developed guidance and informational materials for health care workers in West Africa as well as numerous guidance documents for domestic response including guidance for healthcare workers, airport workers, sewage and wastewater workers, and mortuary workers
- Members of CDC Rapid Ebola Preparedness (REP) teams.
- Lead the Worker Health and Safety Team in the CDC Emergency Operations Center
- Pending deployments to Sierra Leone

## Changes....

- Uniforms
- Physical Fitness Requirements
- Revolving open application process.

## Uniform Component Reminder



## Physical Fitness Requirement Changes

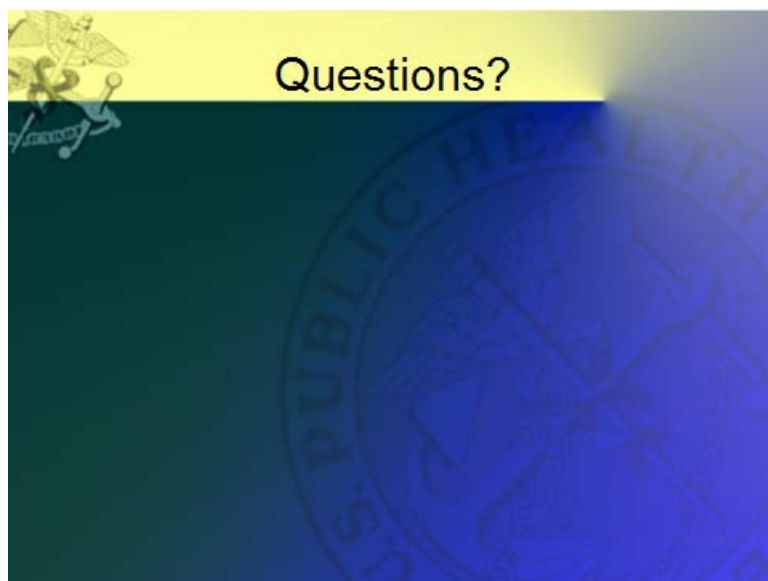
- 1 July 2015, the President's Challenge will no longer be an option to satisfy the physical readiness component of basic readiness
- New APFT is completed and awaiting signature.

## Next EHO Application window..

- TBD (2015)
- Former COSTEP window will remain open indefinitely.
- M&R working hard to place applicants and network with hiring officials.



- Military Compensation and Retirement Modernization Commission Report Released.
- <http://www.mcrmc.gov/index.php/reports>



## Questions?

## Attachment 2: EHO Survival Guide Matrix

Chapter	Draft Title	Purpose	Contributors
	<b>Preface</b>	Describe background and purpose of the guide and acknowledgments	<b>CAPT Tina Lankford, LCDR Elena Vaouli, CDR Luis Rodriguez</b>
	<b>Foreword</b>	Provides spirit of the guide and perspective of foundation of corps and as an EHO from past to future.	<b>CAPT Richard Turner</b>
	<b>Introduction</b>	Commits the reader to the importance of the guide and career in PHS.	<b>LT Kazuhiro Okumura</b>
1	<b>Historical Overview</b>	Describes the history of the Commissioned Corps with particular emphasis on the development and evolution of the EHO Category from past to present.	<b>Lead: CDR Elena Vaouli</b> <b>Contributor:</b> LCDR Jessica Otto, CDR Michael Reed, RADM Jerald Michael (ret.) and CAPT Alan Dellapenna (ret) CAPT Tina Lankford
2	<b>PHS Etiquette and the Uniform</b>	Describes the wearing and understanding of the PHS uniform as well as other services	CDR Rodriguez, edited by LCDR Elena Vaouli
3	<b>Career Assignments and Opportunities</b>	Provide “thumbnail” description of the various EHO billets across PHS and characteristics of duty station	<b>Lead: CDR Tim Jiggins</b> <b>Contributors:</b> LCDR Danielle Mills, CAPT Turner, LT Michelle Dittrich <b>Collab. w/Career Dvpt Sub?</b>
4	<b>The Competent Environmental Health Officer</b>	The “competent” EHO attaining and maintaining EHO skills	<b>Lead: CAPT Richard Turner,</b> <b>Contributors:</b>
5	<b>How to put your best foot forward working with other services</b>	To inform and prepare EHOs to work with other services by providing information on the different services’ traditions, culture, etc	<b>Lead: LCDR Elena Vaouli</b> <b>Contributors:</b> CDR Tim Jiggins, CDR Carrie Oyster, CDR Jacob Wamsley, CAPT Tina Lankford
6	<b>What to Expect while on Deployment</b>	To help EHOs prepare for deployment by providing personal experiences, tips and lessons learned from previously deployed EHOs.	<b>Lead: LCDR Elena Vaouli</b> <b>Contributors:</b> CDR Luis Rodriguez, CDR Jacob Wamsley, LCDR Racquel Williams
7	<b>Leadership Attributes</b>	Provides concepts and characteristics of leaders.	<b>Lead: CAPT Tina Lankford LCDR Jessica Otto</b> <b>Contributors:</b> CDR Jacob Wamsley, CDR Aimee Treffiletti, LCDR Eva McLanahan, LT Kazu Okumura
8	<b>Managing Your Career-“It’s a Full Time Job”</b>	Proposed: Provides administrative and time management guidance and tips to balance the CC job and the regular duty job description. Includes training pyramid	<b>Lead: CAPT Richard Turner</b> <b>Contributor:</b> CAPT Tina Lankford
9	<b>The EHO Mentoring Program</b>	Discusses the various formats and types of mentoring.	<b>Lead: LCDR Jason Mangum</b> <b>Contributors:</b> CAPT Richard Turner, CDR Tim Jiggins
10	<b>Staying connected and</b>	Focuses on the meaning of being connected to a bigger whole, and	<b>Lead: LT Kazuhiro Okumura,</b> <b>Contributors:</b> CDR Carrie Oyster, CDR Jill

	<b>Involved</b>	description of the various opportunities for getting involved and recommitting to the corps.	Shugart, LCDR Jessica Otto ( <b>training subcmte contributes references</b> )
11	<b>The JR Co-Step as a Marketing and Recruitment Tool</b>	Understanding the JR Costep program as a marketing/recruitment strategy for EHO category.	<b>Lead: CDR Jill Shugart,</b> <b>Contributor: CDR Jacob Wamsley</b>
12	<b>Personal Occupational Health and Safety</b>		<b>Lead: LT Chris Fish</b> <b>Contributors: CAPT Turner</b>
12.5	<b>Taking Care of Yourself</b>	Provides self-care guidance to maintain readiness and resilience for optimal well-being as a corps officer.	<b>Lead: CAPT Lankford Contributors: Richard Turner, later include <b>Readiness Subcmte</b></b>