



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #191 Minutes, April 14, 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 David Cramer, Chair	LCDR Matt Albright
CDR Carrie Oyster, Vice-Chair/Treasurer	LCDR William Fournier
CDR Jennifer Freed, Outgoing Chair (Ex-Officio)	LCDR Katie Hubbard
CDR Jamie Mutter, Secretary	LCDR Jason Mangum
CAPT Bobby Villines	LCDR Carla Tuite
CDR Darren Buchanan	LCDR Elena Vaouli
CDR Derek Newcomer	LT Daveta Bailey
CDR Chris van Twuyver	
EHOPAC Members Absent	
CAPT Alan Parham, CPO (Excused)	CDR Jill Shugart (Excused)
CDR Joe Laco (Excused)	LCDR Matthew Deptola (Excused)
CDR Stephen Piontkowski (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

Announcements

- Next closed EHOPAC meeting will be Tuesday, May 12th. This is for voting members only. There will not be a live EHOPAC meeting at this year's symposium. Experience shows that the audio and IT challenges can be overwhelming as you don't have control over the systems at a hotel. The COF organizers were sensitive about the PACs meeting during symposium time. We looked at a local hotel, but we are back to the audio/IT issue plus the cost of renting a facility. We considered going to CDC but transporting officers to a remote location and back is another logistical obstacle. Lastly, it was observed that the meeting discussion was redundant to the CPO and Chair's report. Based on the collective wisdom of the leadership team, we decided to not hold a PAC meeting at COF. Next Open Meeting will be June 9th
- All work plans have been posted on EHOPAC.org except IT. We asked IT to work on the migration initiative and circle back on their work plan.
- Almost all member photos are posted to the website. CDR Shugart and LCDR Deptola have been in West Africa.
- Coin design contest. M&R to report.

Report:

- Changes to Direct Access Website
 - Positions History
 - Disciplinary actions
 - Pay and Personnel Orders (note 2 x per month)
 - Leave will be all electronic from beginning to end
 - Working on a system to upload docs directly
- SG Swearing In Ceremony on April 22nd. Dr. Murthy is headed to Liberia to the MMU
- Fundraising Issue: NPAC found 5 C.F.R. Section 950.102(d) which says you can fundraise if your agency has established policy. The EHOs advanced the ball by asking is there an established policy. We found a relatively old DHEW policy that says it's ok if the organization has a morale and employee welfare mission. We know that our primary mission is to advise the Surgeon General. However, we have a morale and welfare role too. We summarized these points in an email to the Liaison to the CPO Board. They are going to forward it to the OSG. So stay tuned...
- Social Media SOP: EHOs again are leading the charge on this initiative. We have a workgroup that is making sure that the PAC Chairs' SOP reflects DHHS guidance on social media.

IV. EHOPAC Vice Chair Report – CDR Carrie Oyster

Report:

- Tracking Subcommittee 2015 work plans and SOP updates, some Subcommittees have been working with extensive modifications
- Thank you Subcommittees for working with Voting Members deployed and creating plans to address:

- New Junior Officer award starting in 2016 (Awards)
- Coin design challenge (Marketing & Recruitment)
- Server migration issues as our PAC website moves to an .HHS domain (IT)

V. EHOPAC Treasurer Report – CDR Carrie Oyster

- Budget
 - Current funds \$1634.05
 - Historical: Spent \$1185 in CY2014
 - Historical: Income \$570 in CY2014
 - Adjustment to CY2015 costs, current estimate puts PAC at spending \$620
- Coins
 - Currently have 131 coins
 - Sold 57 coins in CY2014
 - Sold/Donated 13 coins thus far in CY2015
 - 7 coins February OBC
 - 1 coin April OBC
 - 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
- Income depends on coin sales and fundraising
- Recommendations: EHOPAC purchase coins during CY2016

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

Report:

- CDR Freed sold 2 EHOPAC coins
- EHOPAC display was sent to FDA and CDR Freed will bring the display to the COF Symposium in Atlanta
- CDR Freed asked if the EHOPAC will need the display for NEHA

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
- Leadership Development

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 is linked from EHOPAC website, until the final OSG posting is complete (The guide was sent to CDR Buchanan for posting on the EHOPAC website) A PowerPoint explaining the guide is being developed for the PAC's consideration as well.
- 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. We are now accepting officers for involvement in committees. This would give EHOs a sense of the board and if they would like to participate when the next EHO slot becomes available.
- 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. Given conflicting priorities it may not be reviewed soon. Informational webinar on updated policy and interpersonal violence still under consideration once policy is signed.
- Leadership Development Committee: As series of Adobe connect Leadership seminars is being planned. Details will be forwarded to officers when finalized.

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

Current Subcommittee Members:

LT Daveta Bailey

Current initiatives (and projected completion date if applicable):

- Save the date for the JOAG Meeting at COF
Monday, 18 May 2015
1230 - 1330

- The JOAG Peer to Peer Network is open and accepting both senior and junior officers applications!

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):

- 2015 EHOPAC Award nominations (Eason, Moran, Todd, Crow) were due on 4/11/15.
- Nominations sent out to all voting members for review and voting via Survey Monkey. Votes due by April 24th.
- Upcoming work on announcements, letters, certificates, posters, and additional preparation for the awards presentations at COF (May) and NEHA (July) conferences.

Notable news/activities/accomplishments since last EHOPAC meeting:

- CDR Timothy Jiggins was selected as the 2015 EHO Responder of the Year.
- 2015 Work Plan and Budget completed and submitted to EHOPAC Chair.

Long Term Goals:

- Plan for enhanced marketing for awards to increase the number of award nominations for the 2016 awards cycle.
 - 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):

- Revise Subcommittee SOP
- Draft new CV cover letter

Notable news/activities/accomplishments since last EHOPAC meeting

- Conducted start of year call with Subcommittee
- Finalized & submitted 2015 Work Plan to PAC leadership
- Reviewed Subcommittee SOP

C. History

Current Subcommittee Members:

LCDR Jason Mangum
LCDR Mathew Deptola

Current initiatives (and projected completion date if applicable):

- Actively recruiting for subcommittee members
- Subcommittee is requesting EH work to put on History Subcommittee page on the website. Please send submissions to LCDR Mangum
- Subcommittee would also like to document the process of the updated coin. Why did we change it, what the new coin represents, etc.

Notable news/activities/accomplishments:

- 2015 History Work plan is complete. This document is fluid and subject to change.

D. Information Technology

Current Subcommittee Members:

Chair: Darren Buchanan
Co-Chair: CAPT Gary Perlman

Member(s): CAPT Villines, CDR Chapman, LCDR Ericson

Current initiatives:

- Move of the current EHOPAC site to the CCMIS hosting environment. Rough time estimate is currently 3 months. The CCMIS site is still unstable and could increase our time significantly.

Notable news/activities/accomplishments:

- Two new members, (Chapman and Ericson)
- First team meeting on March 12, 2015

Long Term Goals:

- The consolidation of as many EHOPAC and EHO resources into a common site to prevent cross-posting and eliminate different levels of information being in different places.

E. Subcommittee: Marketing and Recruitment

Current Subcommittee Members:

Chair(s): CDRs Jill Shugart & CDR 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, CDR Michael Boley

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 Bante (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):

- Draft 2015 work plan submitted

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 13 available for hire; 19 have either secured positions or have pending 1662s; 7 have been medically disqualified, and 2 individuals have 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. Five applicants who need positions have a board date of April 30th, will no longer be viable candidates if a position isn't secured by April 30th.
- EHOPAC Coin Design Contest
 - Iconic, but not too specific to sub-disciplines within the environmental health category;
 - Include the PHS insignia on one side;
 - Symbolize the work that we do;
 - Be legible when printed on a normal sized challenge coin;
 - Deadline extended, April 17th to katie.bante@tananachiefs.org
- 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 56 EHO applications and 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. The new combined work group is called RAE-Recruit An EHO.

RAIL Items:

- M&R submitted 2015 Draft Work Plan waiting feedback.
- Category Statistics (Total EHOs = 353)

By Agency:

ACF: 1
ATSDR: 21
BOP: 2
CDC: 69
CMS: 1
DHS: 17 (15 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: 12
O-3: 60
O-4: 101
O-5: 81
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: CDR Derek Newcomer

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):

- Editing PHS Survival Guide
- Reviewing curriculum of programs accredited under the new CEPH and ABET criteria
- Revising work experience definition
- Developing appointment standard quick reference sheet

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

- Submit revised EHOPAC Bylaws for approval

Notable news/activities/accomplishments since last EHOPAC meeting:

- Bylaws approved

Long Term Goals:

- Conduct review of EHO appointment standards and provide recommended changes, if deemed appropriate.
- Publish PHS Survival resource guide

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*
 - EHO Utilization Guide- our annual review of this document is underway, due to the size of this document it will be converted to an ePub document before being uploaded to the EHOPAC website
 - EHO Go Kits- LCDR Albright is in communication with APHT 3 regarding the status of the cashed APHT team equipment and to determine if our “Go-Kit” reflects what the APHT and RDF teams have for cashed equipment and supplies
- *Marketing and Communications Workgroup - CDR Bradley King-Workgroup Lead*
 - The Workgroup is in the process of lining up 2-3 new deployment narratives for inclusion on the EHOPAC Website
 - The Workgroup will be contacting the History Subcommittee soon to discuss the possibility of long term retention of the deployment narratives for historical purposes
 - Discussions are underway regarding developing a newsletter for dissemination of deployment narratives
- *Readiness Workgroup - LCDR Patrick Wallace-Workgroup Lead*
 - The Workgroup is exploring the possibility of obtaining a list of EHO Officers who are failing to meet basic readiness requirements up to six week prior to the readiness checks being run. This will allow us to alert officers of readiness deficiencies 2-3 weeks earlier than we can currently.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Resources Workgroup
 - EHO Marketing Pamphlet- annual update is complete; this updated document will be available on the EHOPAC website
- Officer Readiness
 - A total of five EHO PACE Certificates have been processed to date, the Readiness Workgroup recently received an additional application in March

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):

- EHO Category Day
 - Category Day Speakers and COF Social
- EHO Website real time training resources, webinar recordings, and calendar uploads
- EHO Lunch & Learn
 - REHS Study Buddy Program
 - Core Leadership & Officership
 - Graduate Education Series
 - EHO Training Resources
 - Provided monthly training resource documents and searchable resource documents on website

Notable news/activities/accomplishments since last EHOPAC meeting:

- EHO Category Day
 - Category Day Speakers, EHO Website
 - Real time training resources and calendar uploads
- EHO Lunch & Learn
 - REHS Study Buddy Program – Put on hold and REHS Exam cancelled due to low response for exam registrations
- EHO Training Resources
 - Provided monthly training resource documents and completed data clean up on original resources database

Long Term Goals:

- Re-organize Study Buddy Program to fit multiple credentials so that we may better service ALL EHO needs

Items for EHOPAC Input/Discussion:

- Would like to request funding to host Study Material Cloud for EHO's looking to obtain credentials.

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 Dana Robison
LT Lauren Shade

Current initiatives (based on Subcommittee Work plan):

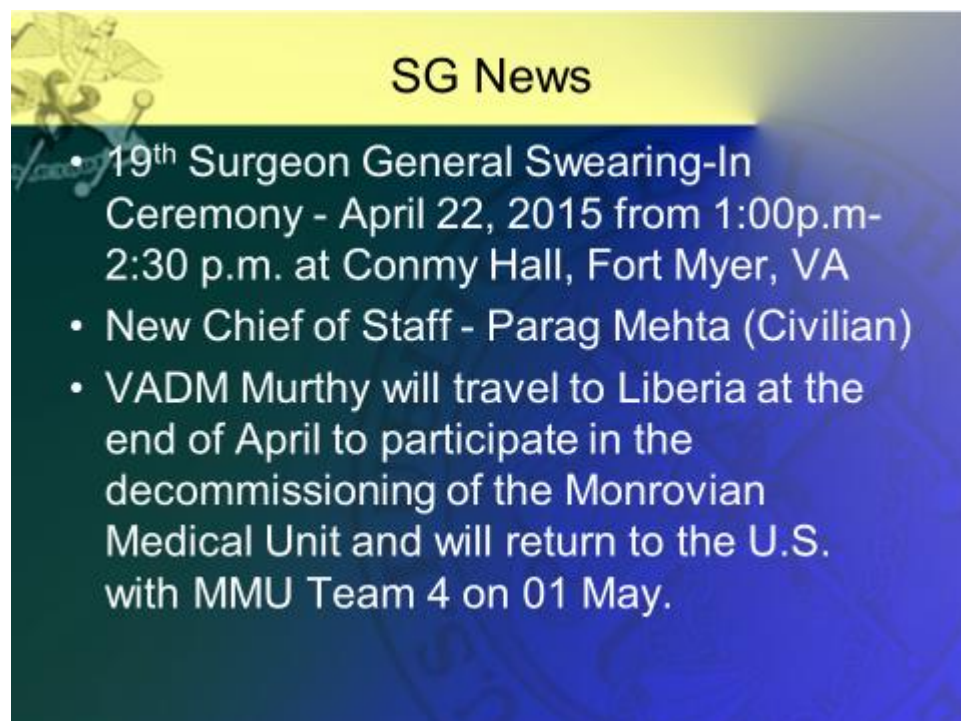
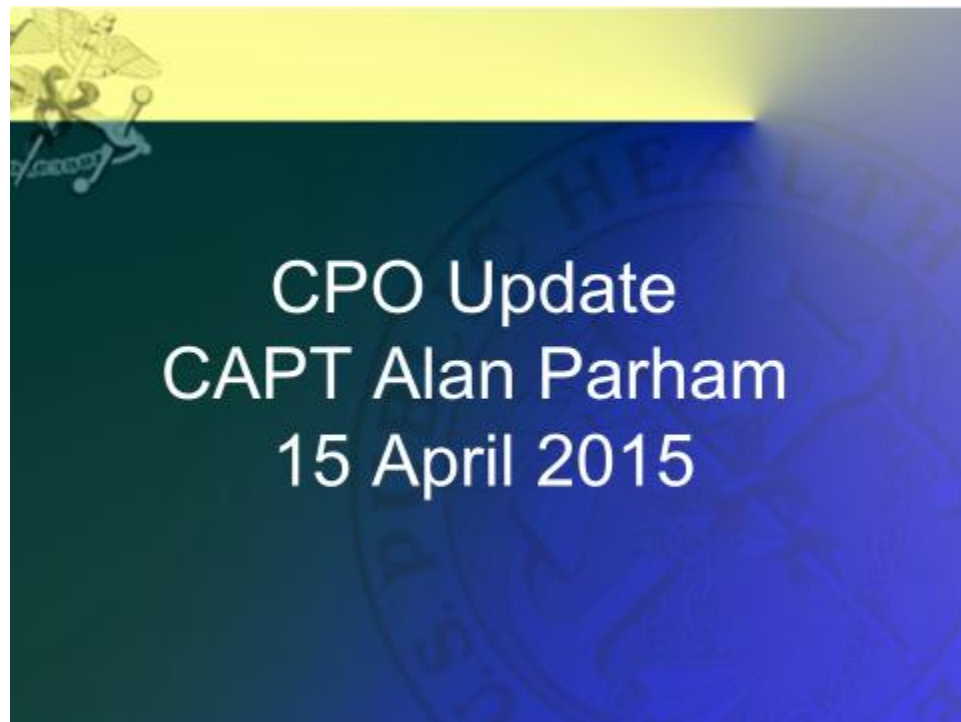
- Social Media
 - Oversee, maintain and promote EHOPAC Facebook page – Ongoing
 - Support EHOPAC participation on Combined Category Social Media Task Force
 - Compare HHS Social Media Policies Checklist with current EHOPAC Social Media SOP. Update EHOPAC Social Media SOP as needed. Due April 17th
 - Providing information to get USPHS public FB page listed on HHS Social Hub. Due April 17th
- Publications
 - Identify and submit article to Combined Category Newsletter – Due TBD
- Communications Needs Assessment
 - Conduct communication needs assessment – Complete 2nd phase by June 30th
 - Launch Voting Member survey by April 30th
 - Launch Category-wide survey by June 30th


Notable news/activities/accomplishments since last EHOPAC meeting:

- **Publications**
 - CDR Luis Rodriguez, Publications Subgroup Leader, successfully scoped and received next article submission for Combined Category Newsletter.
- **Communications Needs Assessment**
 - Subgroup Co-Lead is LT Dana Robison.
 - LT Robison and LCDR Vaouli met with CDR Buchanan of IT Subcommittee to review survey strategy including questions, survey design and schedule.

Long Term Goals:


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





New Awards Announced

- Ebola Campaign Medal
- Ebola Campaign Expeditionary Attachment
- NEPA has been reauthorized and will be retroactive to 2006 (when Response Teams were formed).
- New Awards policies and eligibility will be posted soon.
- Expected to take at least 6-9 months to finalize hardware for new medals.



Direct Access (DA)

- Active Duty Pay moving to the Coast Guard Direct Access system 01 JAN 2016.
- Monthly pay will be divided into two payments (instead of once a month).
- DCCPR is working on messaging to inform officers on the details.
- Annual Leave system will also move to DA (more to come on this).

Uniform Component Reminder

1. APFT Shoulder Patch

Over time, the uniform patch used to denote with the readiness grade will be changing in design for the new patch will be used to denote the time a unit is in. This is because the new uniform will be used to denote the time a unit is in. The new patch will be designed to be more visible and to be more durable than the old patch. The new patch will be designed to be more visible and to be more durable than the old patch.



OLD DEVICE NEW DEVICE

2. APFT Shoulder Patch

The old patch will be replaced with the following:

1. APFT Shoulder Patch to denote readiness grade and readiness time



OLD DEVICE NEW DEVICE

3. APFT Shoulder Patch



OLD DEVICE NEW DEVICE

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2. APFT Shoulder Patch



OLD DEVICE NEW DEVICE

3. APFT Shoulder Patch



OLD DEVICE NEW DEVICE

4. APFT Shoulder Patch

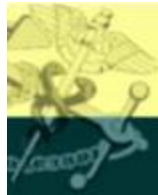


OLD DEVICE NEW DEVICE

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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 supposedly completed and awaiting signature.



Readiness

- EHOs fall to 5th place.
- Please make readiness a priority in support of your fellow EHOs.



Next EHO Application window..

- 20 April 2015 until 08 May (limited to 50 applicants)
- Applications still being accepted from former COSTEPs. This “window” will remain open indefinitely.
- Former COSTEPs must call the USPHS Call Center to initiate their application
1-800-279-1605

EHO Photobook 2014



- <https://ehosinaction.shutterfly.com/>
- A hard copy will be available to look at during Category Day at COF.
- Plans underway for a 2015 Photobook.

EHOs in Action Photobook

Dear Capt Parham,
Thank you for the photo book - I really enjoyed looking through it! It is wonderful to see the work that our EHOs are doing, and I hope we can share the pictures & stories of their work more broadly in the future. Every day I serve as Surgeon General, I am reminded of what a privilege it is to work alongside our talented & committed officers. Thanks again for sharing the photos & for all your leadership as CPO.
Warm regards,
Zuek



Questions?

