



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #192 Minutes, June 9, 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, CPO	CDR Stephen Piontkowski
CAPT David Cramer, Chair	CDR Jill Shugart
CDR Carrie Oyster, Vice-Chair/Treasurer	CDR Chris van Twuyver
CDR Jennifer Freed, Outgoing Chair (Ex-Officio)	LCDR Matt Albright
CDR Jamie Mutter, Secretary	LCDR Matthew Deptola
CDR Darren Buchanan	LCDR Katie Hubbard
CDR Joe Laco	LCDR Elena Vaouli
CDR Derek Newcomer	LT Daveta Bailey
EHOPAC Members Absent	
CAPT Bobby Villines (Excused)	LCDR Jason Mangum (Excused)
LCDR William Fournier (Excused)	LCDR Carla Tuite (Excused)
EHOPAC Liaisons Present	
CAPT Donald Williams, EHAC Liaison	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

- Category Day at COF Symposium – Special thanks to LCDRs Pharo and McLanahan and LT King for an exceptional category day. There were a number of insightful and interesting presentations.
- Unveiled New Coin Design – Congratulations LCDR Fletcher and LT Gooch for the winning design unveiled at Category Day. Logistics are underway to produce coins.
- Call for Voting Members: The EHOPAC will need to fill three vacancies for the term starting in January 2016 through December 2018. Vacancies are open for the following OPDIVs: IHS – 2; CDC – 1. Self-Nominations will be accepted from July 1 – Aug 31. Please send self-nomination forms with supervisor concurrence, a statement of interest and a current CV to CDR Carrie Oyster. Successful applicants typically have served on EHOPAC Subcommittees as non-voting members.
- Plans underway for Live EHOPAC Meeting at WCU on 10/20/15. The EHOPAC Meeting will coincide with a recruiting event including a meeting with the WCU student Environmental Health Association.
- Next closed EHOPAC meeting will be Tuesday, July 14th, 2015

IV. EHOPAC Vice Chair Report – CDR Carrie Oyster

Report:

- Website migration
 - Continue to work on migration plans to be complete by August 2016
- Continue to finalize Social Media Policy for the Professional Advisory Committees
- USPHS Scientific & Training Symposium a huge success
 - Thank you to all who attended and made the conference a success
 - Big Thanks to those who were willing to self-fund
 - Training Subcommittee did an excellent job planning and executing our category day activities. Thank you for your time and effort:
 - LCDR Eva McLanahan
 - LCDR Jessica Pharo
 - LT Ronan King
 - EHO mentoring sessions:
 - Career Development SC Chair LCDR Laco
 - EHO Social
 - LCDR Christopher Fletcher
 - LT James Gooch (after LCDR Fletcher deployed)

V. EHOPAC Treasurer Report – CDR Carrie Oyster

- Budget
 - Current funds \$1874.05
 - Historical: Spent \$1185 in CY2014
 - Historical: Income \$570 in CY2014
 - Membership & Orientation Subcommittee plans to donate 4 EHO coins at the June OBC graduation.

- Adjustment to CY2015 costs to now include Training Subcommittee costs for EHOPAC Category Day Speakers gifts, presented during the USPHS Symposium.
- Marketing & Recruitment Subcommittee working out costs to manufacture our new EHO coin, once legacy coins sold out. More details to follow.
- Coins
 - Currently have 122 coins
 - Sold 57 coins in CY2014
 - Sold 21 coins at the 2015 USPHS Scientific & Training Symposium
 - Donated Coins for CY2015:
 - EHOPAC ROY recipient
 - 7 coins February OBC
 - 1 coin April OBC
 - 4 coins June 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

- No updates at this time

VII. EHOPAC Secretary Report – CDR Jamie Mutter

- No updates at this time

VIII. Workgroup Report

A. 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.
 - Collaborate with IT on developing incident response plans to address hacking attempts and to develop mitigation plan for dealing with unsolicited PII info. – Due July 14th
 - Complete Privacy Impact Assessment. – Due July 14th
 - Create list of suggested methods for tracking/keeping records of social media data. – Due July 14th
 - Revise EHOPAC Social Media SOP to adhere to HHS policies. Due July 28th
- **Publications**
 - Identify and submit article to Combined Category Newsletter – Due TBD
- **Communications Needs Assessment**
 - Review and evaluate VM survey results. – Due 8/31/15
 - Develop EHO-wide survey. – Due 9/4/15
 - Revise and deploy EHO-wide survey. – Due 10/2/15
 - Review and evaluate EHO-wide survey. – Due 11/6/15
 - Prepare draft recommendations and report of VM & EHO-wide surveys. – Due 11/6/15
 - Submit draft report to PAC leadership for review. – 12/4/15
 - Revise and finalize report. Due: TBD

Notable news/activities/accomplishments since last EHOPAC meeting:

- **Social Media**
 - LT Shade, subgroup leader, returned from deployment.
 - Thanks to LCDR Steven Galvez for chairing subgroup from Jan – May 2015!
- **Publications**
 - Vol 1 Issue 1 of the Combined Category Newsletter has been drafted and is being approved. No date yet on when issue will be released.
- **Communications Needs Assessment**
 - Phase 1 survey for voting members launched 6/2/15. Survey will remain open through 6/31/15. Survey is for PAC leadership and voting members only.

Long Term Goals:

- Evaluate and enhance EHOPAC social media activities
- Represent EHOPAC on Combined Category Newsletter workgroup
- Conduct communication needs assessment

IX. Liaison Reports

A. EHAC Liaison Report – CAPT Don Williams

- **USPHS EHO membership on the EHAC**

- CAPT Alan Dellapenna (R) will complete his second term in the 2015-2016 cycle.
- LCDR Jason Lewis (Coast Guard) will assume full membership at this year's meeting to be held in Orlando at the NEHA AEC.
- CAPT Don Williams (IHS) was elected to a third term after sitting out two cycles and will assume full membership at the conclusion of this year's meeting.
- Terms are for three years and you can serve two consecutive terms then have to wait at least for one term to conclude to be eligible again. This is a great way to help ensure a steady pool of qualified applicants and promote the future of our category. Elections are held every year and typically two or three Practitioner seats are open for each election.
- **Member Schools**
 - Two site visits were completed and those schools will be subject to a vote to determine if they meet all accreditation standards this year. These programs are University of Wisconsin-Stout which is an undergraduate program and Fort Valley State University which is a graduate program.
- **Annual Update**
 - The 2014-2015 Annual Update of Programs has been completed and offers a wealth of information. If you would like to view this, you can find it on the right side of the front page of the ehac website, www.ehacoffice.org
- **2014-2015 Annual Update of EHAC Accredited Programs Report Highlights**
 - **Enrollment**
 - Undergraduate enrollment increased from 1,353 in 2014 to 1458 in 2014, an 8% increase.
 - For the 2014-2015 academic year, 1,353 undergraduate students and 289 graduate students were enrolled for a total of 1,757 students which is an increase of 4% as compared to 1683 students enrolled in the 2013-2014 academic year.
 - The 2014-2015 undergraduate enrollment rate is 7% above the 10 year enrollment average.
 - Graduate student enrollment increased by 11% from 260 graduates in the 2013-2014 academic year to 289 graduates in the current academic year.
 - **Graduation Rates**
 - 359 undergraduate students and 77 graduate students graduated for a total of 436 graduates. This is a decrease of 18% as compared to the previous year graduation rate of 534.
 - Undergraduate graduation rates decreased by 17% from 435 in the 2013-2014 academic year to 359 in the current academic year.
 - The graduate student graduation rate increased by 22% from 99 in the 2013-2014 academic year to 77 in the current academic year.
 - The 5-year average graduation rate for undergraduate students is 381.4 (2011-2015).
 - The 5-year average graduation rate for graduate students is 76.8 (2011-2015).

- **Diversity Trends**
 - There was a 91% increase in minority student enrollment since the academic year 2005-2006.
 - Currently, 38% of students enrolled in EHAC accredited programs are minorities. This represents a 5% decrease as compared to the previous year's minority student enrollment rate.

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

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:
 - Now Live: <http://dcp.psc.gov/osg/ccwiab/ccwiabresources.aspx>
 - The Pregnancy workgroup is also reviewing military policy on hazard job assessment during pregnancy
- Membership: 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 CCWIAB website developed see: <http://dcp.psc.gov/osg/ccwiab/>
- Violence Prevention Committee: DCCPR asked if CCWIAB could review the Domestic Violence policy, identify potential issues and priority changes that might be helpful.
- Leadership Development Committee: A series of Adobe connect Leadership seminars is being planned for August 2015. More Details coming soon.

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

- JOAG Excellence Award: LCDR Ashley Burns
- Junior Officer of the Year: LCDR Brett Peterson
- Vice Admiral Richard Carmona Award: CAPT Calvin Edwards
- Next General Membership Meeting is 12 June 2015
- Next Journeyman Speaker Series is 10 July 2015

X. 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):

- Finalizing preparations for awards ceremony at NEHA AEC on 7/13/15
- Hard copies of letters and certificates of appreciation will be mailed to all nominees by July 1st.

Notable news/activities/accomplishments since last EHOPAC meeting:

- 2015 EHOPAC Awardees have been selected
 - Todd Award- CAPT Michael Herring, CDC
 - Moran Award- CDR Jasen Kunz, CDC
 - Eason Award- LT Matthew Dahm, NIOSH
 - Crow Award- CAPT Keith Cook, IHS/ANTHC
- All awardees have been notified and letters of appreciation have been emailed to all awardees and nominees, with nominators copied.

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 Treffeletti, CDC
LCDR Danielle Mills, CDC
LCDR Chris Fletcher, ATSDR
LT Beth Wittry, CDC

Current initiatives (and projected completion date if applicable):

- New CV cover letter
- Counseling (COA/Promotion/End-Of-Year)
 - Thank-you certificates – COA
- Career Progression Pyramid and Training Collaboration
- LCDR Fletcher – CDC epi mission in Sierra Leon

Notable news/activities/accomplishments since last EHOPAC meeting

- COF, Atlanta

- Category Day Mentoring Sessions
 - LCDR Eva McLanahan
 - Mentor coordination assistance
- 2015 Promotion Cycle
 - Promotion Counseling (bottom quartile)
 - Senior EHOs identified and solicited (x27)
 - July/Aug/Sep/Oct

CDC Announcements

- Retirement of CAPT Mike Herring (Effective Sept 1st)
 - IHS/USCG/CDC
 - Mangold (2013) and Todd (2015) Recipient
- Scientific Speaker Presentation
 - Friday Aug 28th, CDC Atlanta, Chamblee campus
 - Dr. Ian Lipkin (Columbia University) and Dr. Bobby Corrigan
 - *Detection of Zoonotic Pathogens and Characterization of Novel Viruses Carried by Commensal Rattus norvegicus in New York City*

C. History

Current Subcommittee Members:

LCDR Jason Mangum
LCDR Mathew Deptola

Members:

Kenneth Crombie
Susan Schaffer
Victoria Murray
Emily Lee

Current initiatives (and projected completion date if applicable):

- Research and document information regarding the category name “sanitarians” and the change to environmental health officer (date, reason why, etc.)
 - Team Members: Jason Mangum (lead), Victoria Murray
 - Task status: 60% complete
- Continue to research and document the oral history of ADMs and CPOs and record their biographies on the HISTORY section of the EHOPAC website.
 - Task status: TBD – information needed for this task will be sent by the previous Chair to us via thumb drives
 - Team Members: Emily Lee (lead), Victoria Murray
 - Task Status: On-going
- Document and provide updates on significant events where EHOs contributed in a worthwhile event of agency project that shows a significant impact for the agency or for the people for whom we serve.
 - Team Members: Ken Crombie (lead), Susan Schaffer
 - Task Status: On-going
 - Update: Capturing list of EHO officers at different agencies. Currently have POC’s for roughly half of the EHO assigned agencies

- Develop a deployment timeline that dates back at least to 2000 which encompasses deployments over the years and captures the background of these events, who or how many personnel responded (EHO's), dates, other important information. Additionally, a synopsis of the EVD response and the Unaccompanied Minor response will be documented and posted to show EHO level of involvement.
 - Team Members: Matt Deptola (lead), Ken Crombie
 - Task Status: On-going
 - Update:
 - Capture deployments from 2014 and we will then work backwards.
 - Coordination has been conducted in order to create an overview of the EVD mission along with the historical changes that occurred during each teams (1-4) deployment. This information will be important to provide the timeline associated with the creation of Camp Eason as well as the evolution of the camp throughout each team's tour.

Notable news/activities/accomplishments:

- History subcommittee meeting was held on 5/27 and each team was assembled with goals and objectives to move forward with their assigned initiatives

Long Term Goals:

- The HSC will strive to track down the missing (if any) bios that were EHOs and their oral history.
- The HSC will try to document the progression of the EHO coin re-design and history of the current coin.
- The HSC will work to establish a 2014 timeline of EHO/USPHS deployments and highlight those efforts specific tasks or events that show EHO direct involvement. The HSC will then look to capture deployment timelines for previous years.

Items for EHOPAC Input/Discussion:

- We still need 1-2 members for our subcommittee to assist with current initiatives.

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

- Items on the RAIL list are as follows: EVD & Unaccompanied Minors Summary will be captured by both the Data Research Team and the EHO Time Capsule Team. They will be working together to document those and future deployment missions.
- The Flag and Chief Professional Officer Biographies Team (FOT) will proceed as soon as we can review the thumb drives being sent to us to determine which bios are needed to be completed.
- The Data Research Team will be responsible for reviewing and posting archived minutes to the EHOPAC website – again, these minutes are included on a thumb drive that we do not have.

Current EHO Officer Strength and per agency (as of 6-4-15)

EHO Numbers per Agency 6-4-15

AGENCY	EHO
ACF	1
AHRQ	0
ATSDR	4-21
BOP	2
CDC	3-70
CMS	1
DHS-COAST GUARD	5-15
DHS-NON COAST GUARD	2
DOC	0
DOD	0
DOD TMA	1
EPA	13
FDA	2-89
HRSA	4
IHS	1-94
INTERIOR	10
JUSTICE	0
NIH	13
OS	8
PSC	6
SAMHSA	0
USDA	2
Grand Total	352

D. Information Technology

Current Subcommittee Members:

Chair: Darren Buchanan
 Co-Chair: CAPT Gary Perlman

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

Current initiatives:

- Moving EHOPAC “public” facing site to the CCMIS server
 - Have sent training resources to subcommittee members
 - Have started to test basic functionality of the site
- Maintaining the current site until the switch is complete
 - Trying to keep changes to a minimum
- Moving EHOPAC “internal” facing site to one of two current options:
 - APAN.org
 - MAX.gov

Notable news/activities/accomplishments:

- Development and deployment of a survey for the Communications Working Group
- Standard EHOPAC.org O&M activities
- We have pictures of **all** voting members on the EHOPAC.org site
- Setup accounts on the CCMIS content management system platform, MAX.gov, and APAN.org.
 - Evaluation of MAX.gov
 - Building site model on CCMIS site

Long Term Goals:

- To consolidate the many EHOPAC and EHO resources into as few sites as possible to prevent cross-posting and eliminate different versions of information being in different places.

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

- Development and deployment of a survey for the Communications Working Group (Complete)

E. 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, 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), LCDR Valerie Herrera (Co-lead), LT Katie Bante, LCDR Greg Calvert, LT Rachel Lee, LT James Miller, LT Erin Harman

Recruit an EHO (RAE): CDR Craig Ungerecht (Co-lead), LCDR Jamison Honeycutt (Co-Lead), CAPT Don Williams, CDR Keith Schwartz, LCDR John Hansen, LCDR Don Hoeschele, LCDR Charity Webb, LT David Erez

Notable news/activities/accomplishments since last EHOPAC meeting:

- Board Clears 44 EHO Applicants – Appointment boards met in April, May, June, July, and October of 2014 and in March of 2015 to clear and rank EHO general duty applicants. The board in March of 2015 was for former JRCOSTEPs that applied for general active duty this past year. During this process, the boards have cleared 44 officers for general duty thus far. Out of the 44 boarded EHOs, there are 8 available for hire; 20 have either secured positions or have pending 1662s; 7 have been

medically disqualified, 1 individual has taken a non-USPHS job, 5 applications expired, and 3 withdrew their applications. 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.

- EHOPAC Coin Design Contest -Congratulations to LCDR Christopher Fletcher and LT James Gooch for winning the coin design contest! The M&M Workgroup is busy working on the making the design a reality. We will let everyone know when these coins will be available for purchase. You can still purchase our current EHO coins by contacting CDR Jennifer Freed. The coins are \$10. Get your EHO historical coin before they run out!
- General Active Duty Open Application Window – The general active duty open application window is now closed as of COB Friday May 22 for all interested candidates who did not complete a JRCOSTEP. The M&R Subcommittee is working closely with the CPO and EHOPAC leadership to ensure we get the best qualified applicants reviewed in our pool by the appointment boards this year. The application window is still 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 57 EHO applications and 26 EHO students were tentatively selected. One applicant was disqualified and there are a total of 25 EHO JRCOSTEPs this year working at either Indian Health Service (20), FDA (2) or at CDC/NIOSH (3) in three separate locations (Atlanta, Anchorage, and Cincinnati). All but one student has personnel orders to start work this summer.
- Recruit an EHO (RAE) – This new work group is combining the Adopt-a-School program with opportunities to serve at professional events. We are creating a new policy document to help us assist moving Officers forward with this new opportunity. 56 new volunteer opportunities have been identified for EHOs to volunteer to speak or recruit at local, state, and national associations and organizations across the Nation. Stay tuned for more information on the EHOPAC website and on the listserv.

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

F. Mentoring and Orientation

Current Subcommittee Members:

Chair(s): LCDR Bill Fournier
LT Christine M. O’Leary

Members:

Matt McNew
Monique Lester
Kim Garner
Aaron Otis
Mike Quinn

Current initiatives (and projected completion date if applicable):

- Working to secure volunteer for July 2015 OBC class- pending EHO graduate
- Updating work guidance to establish a quarterly assignment of mentors and protégés
- Establish procedure for new Call to Active Duty meet and greets

Notable news/activities/accomplishments since last EHOPAC meeting:

- The EHOPAC Mentor/Protégé Database link is currently displayed on the EHOPAC website under the Mentoring subcommittee tab.
- EHOPAC List serve notification of the database (before meeting date)
- Coordinated the meet and greet of new EHO Call to Active Duty’s for June 2015 OBC class

Long Term Goals:

- Complete update of work guidance documents including establishing timeframes for review and pairing of online applicants in mentor/database system.

G. Policies and Standards

Current Subcommittee Members:

Chair: CDR Derek Newcomer

Co-Chair: CDR Robert McCleery

Members:

CAPT Tina Lankford

CDR John McKernan

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

Long Term Goals:

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

H. 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

Notable news/activities/accomplishments since last EHOPAC meeting:

- The EHO Utilization Guide has been converted to an ePub document to allow officers to download this resource to a smart phone. This document will be uploaded to the EHOPAC in the near future.
- LCDR Albright and other members of the Readiness Subcommittee have been in communication with APHT 3 regarding the status of the deployment caches maintained by the APHTs, RDFs and ASPR to determine if our “EHO Go-Kit” list reflects what the APHT and RDF teams have for cashed equipment and supplies. We will be updating our “EHO Go Kit” lists as an outcome of this project to ensure

that EHOs are aware of what equipment they can expect to be available when they deploy vs. what to expect from the deployment caches.

- The next basic readiness check will be run on July 1, 2015
 - The EHOPAC is currently #2 for overall readiness at 82.16%, the HSO category is currently #1 for the highest number of officers meeting basic readiness at 82.70%.
 - The majority of Officers were missing the APFT (27), followed by medical exam (8), BLS (7), PPD (3), and tetanus (1), a total of 26 other officers were missing multiple readiness requirements.

Update regarding the revised APFT

- The Presidents Fitness Challenge will no longer be accepted after July 1, 2015. Awards received prior to July 1, 2015 will remain valid for one year from the date of the award.
- The current APFT procedures are effective until December 31, 2015, the new APFT requirements which become effective January 1, 2015
- Links to the new Personnel Operations Memorandum (POM) for the revised APFT is located on CCMIS at the following link:
http://dcp.psc.gov/ccmis/ccis/documents/POM15_004.pdf
- Officers should also review the [Revised APFT Procedures and Instructions](#) to **start training in advance.**
- Officers who are unable to do a category of exercises (cardiorespiratory endurance, flexibility, etc.) due to a medical limitation can request a medical waiver for that component and will complete the rest of the APFT.

Key Changes in the Revised Annual Physical Fitness Test (APFT)

- **NEW OPTIONS for Exercises:**
 - Three exercises (elliptical, stationary bike, plank) and a new flexibility component (seated toe touch) added.
 - Updated scoring better aligns with other uniformed services.
 - There are 4 overall components to the revised APFT:
 - Cardiorespiratory endurance
 - Upper body endurance
 - Core endurance
 - Flexibility
 - Cardiorespiratory endurance, upper body endurance, and core endurance have 6 levels with a corresponding point value (shown below).
 - To pass the APFT, an officer must achieve a satisfactory or greater level in each of the four components.
 - The flexibility component seated toe touch exercise is scored as satisfactory or unsatisfactory.
 - Scoring unsatisfactory on the seated toe touch will lower the overall APFT score by one level, and could lead to failing the APFT if the overall APFT score is satisfactory.

- The final APFT score is based on the average score from cardiorespiratory endurance, upper body endurance, and core endurance components. (An unsatisfactory seated toe touch drops the overall score by one level).
- **Overall APFT levels and point values:**
 Maximum = 100 points (scored the maximum on each exercise)
 Outstanding = 90 to 99 points
 Excellent = 75 to 89 points
 Good = 60 to 74 points
 Satisfactory = 45 to 59 points
 Failure = under 45 points
- **MORE AGE BANDS in 5 Year Increments:**
 - Additional age bands (5 year intervals)
 - Maximum age band has increased from 50 plus, to 65 plus
- **FLEXIBLE Options for Documentation:**
 - Options for observing and verifying APFT
 - An active-duty commissioned officer can observe and verify in person (current method).
 - An active-duty commissioned officer (any Service) can observe and verify remotely (via cell phone or computer video).
 - A federal employee non-officer adult (e.g. coworker) can observe and verify in person.
 - Entering results of APFT
 - A new PHS-7044 Form and Direct Access updates available January 1, 2016.
 - Officers input results into Direct Access and retain a copy for their records.
- **RECOGNITION for High Achievement by:**
 - Increasing level from prior APFT (example: “Good” to “Excellent”)
 - Achieving Maximum or Outstanding level
 - Achieving Maximum or Outstanding level for 3 years consecutively
- **Additional Resources for Officers:**
 - [APFT Procedures & Instructions](#)
 - [Frequently Asked Questions \(FAQs\)](#)
 - Video demonstration of APFT exercises (coming soon)

RAIL items:

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

I. Training

Current Subcommittee Members:

Chair(s): LT Daveta Bailey

Current initiatives (based on Subcommittee Workplan):

- EHO Symposium Planning
 - Category Day, PAC Social, and PAC Meeting
- EHO Website
 - Webinar recordings, and calendar uploads
- EHO Training Resources
 - Training Resources monthly updates
 - Training Resources Data Document
 - Continuing Education Pyramid w/ Career Development
- EHO Lunch & Learn
 - REHS Study Buddy Program
 - Training Matrix Webinars
 - Graduate Education Series

Notable news/activities/accomplishments since last EHOPAC meeting:

- EHO Symposium Planning
 - Successful category day, social, and hot wash for 2015. 2016 planning will begin in September
- EHO Website
 - Real time training resources and calendar uploads continue monthly
- EHO Lunch & Learn
 - REHS Study Buddy Program – New NEHA Study Guide has been purchase and is available for use. Working on finding a cloud for everyone to access on as needed basis.

 - Will be working to develop programs for additional credential programs
 - Currently working on scheduling Category Day Speakers to present presentations via webinar
 - Webinar coming up 23 June 2015 to help prepare folks for physical fitness testing
- EHO Training Resources
- Provided monthly training resource documents

Long Term Goals:

- Create EHOPAC Training Application that will host allow EHO's to access all the subcommittee's training materials from any electronic device including smart devices.

Items for EHOPAC Input/Discussion:

- Actions previously directed by EHOPAC (Status and projected completion): SOP and Workplan delivered to Committee Leadership. Final Document scheduled for final copy and distribution Nov 2015.



CPO UPDATE
CAPT ALAN PARHAM
JUNE 9, 2015



Congratulations
to the 2015 EHO
Award Winners



*The Environmental Health Officers
Professional Advisory Committee
award recipient of the 2015*

EHO Responder of the Year Award

CDR Timothy Siggers



*The Environmental Health Officers
Professional Advisory Committee
award recipient of the 2015*

*Thomas E. Crow Mentor
Award*

CAPT Keith W. Cook



*The Environmental Health Officers
Professional Advisory Committee
award recipient of the 2015*

John C. Eason Award

LT Matthew M. Dahm



*The Environmental Health Officers
Professional Advisory Committee
award recipient of the 2015*

Edward "Ted" Moran Award

CDR Jasen M. Kunz



*The Environmental Health Officers
Professional Advisory Committee
award recipient of the 2015*

John G. Todd Award

CAPT Michael E. Herring

NEHA July 13-15, 2015 Orlando, FL

- ▶ AAS Wagner Award and USPHS Awards Reception
(Tuesday July 14th, 6-7:00 pm)

Category Day 2015



COF Category Day Organizers

- ▶ LCDR Jessica Pharo
- ▶ LCDR Eva McLanahan
- ▶ LTJG Ronan King

EHO Application Window (Closed 22 MAY 2015)

- ▶ Limited to 50 applicants
- ▶ CPO and EHOPAC agreed to test a pilot program to help headquarters determine the 50 best applicants from the applicants who passed the Call Center screening.
- ▶ 81 passed call center screening
- ▶ 66 of 81 completed the follow-up requirements necessary to move to the next step and will be evaluated and prioritized by Senior EHOs.

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 details released (effective January 1, 2016)



EHO Readiness

As of June 2, 2015 (projected readiness)–EHOs were at 80.23% readiness (2nd among Categories)

Basic Readiness Qualified: 271

Exempt (New CAD or Medical): 3

Not Qualified: 61

Official Readiness run July 1, 2015

Use the Readiness Assistance Form if you have problems...

http://oep.osophs.dhhs.gov/ccrf/readiness_assistance_form.htm

2015 Promotion Cycle

- ▶ Promotion results expected soon.
- ▶ Success rates are expected to be about the same as last year.

Other Headquarters Updates

- ▶ There is a delay in document processing from the eOPF fax line. Currently indexing documents faxed on January 26, 2015
- ▶ Effective June 1, Medical Affairs, Compensation, and the Division of Systems Integration (DSI) will move from their current location in Silver Spring, MD to CCHQ's main office in Rockville, MD.
- ▶ Their new address for mail and courier deliveries is:
1101 Wootton Parkway
Rockville, MD 20852

Headquarters updates continued...

- ▶ Annual Leave year changing to Fiscal year (October 1 – September 30).
- ▶ Annual Leave Tracking moving to DA.
- ▶ Active Duty Pay still scheduled to move to Coast Guard System January 1, 2016. (monthly pay divided into two payments per month).
- ▶ RADM Lushniak is retiring.
- ▶ RADM Trent-Adams (current Nurse CPO) will assume the Deputy Surgeon General position.