

UNITED STATES PUBLIC HEALTH
SERVICE (USPHS)

Environmental Health Officer
Professional Advisory Committee
(EHOPAC) Bylaws

2017

Article I. Committee Operations

Section 1 - Selection of New Voting Members

(a) Basic Eligibility Requirements

- (i) See Charter, Paragraph V (1) for eligibility requirements:
 - 1) For initial appointment as a USPHS Environmental Health Officer (EHO).
 - 2) For initial appointment as a Civil Service (CS) representative to the Environmental Health Officer Professional Advisory Committee (EHOPAC);
- (ii) Commissioned Corps (CC) Officers nominated and appointed to the EHOPAC must:
 - 1) Meet the Basic Readiness Standards for the Commissioned Corps of the U.S. Public Health Service (USPHS).
 - 2) Remain current with the Basic Readiness Standards for the Commissioned Corps of the USPHS.

(b) Size of the EHOPAC

- (i) The EHOPAC shall have a maximum of twenty four (24) Voting Members and a minimum of seven (7) Voting Members as outlined in the EHOPAC Charter.

(c) Organizational Representation

- (i) The Charter, Paragraph V, Item (4), defines the rationale for distributing Voting Members by agency.
- (ii) Distribution of Voting Member seats across agencies shall be representative of the number of officers within a given agency. This will be accomplished by totaling all EHO officers by agency and calculating percentages of officers. This is to be completed by the EHOPAC Chair-Elect, or a designee, in June of each year. The EHO Chief Professional Officer (CPO) can obtain this information from the Division of Commissioned Corps Personnel and Readiness (DCCPR). Percentage values of officers in agencies shall be reviewed by the Executive Committee (EC) and compared to the previous year to verify agency seats on the EHOPAC accurately reflect existing

percentages of EHOs within each agency. These calculated percentages shall be presented to the Voting Members after the Executive Committee (EC) utilizes the Charter, Paragraph V (1 thru 11), to finalize distribution of the EHOPAC Voting Member seats across EHOPAC agencies.

- 1) If an agency gains/loses enough officers to increase/decrease their percentage by a sizable percentage (defined as 10 EHOs serving within the agency), the change will require EHOPAC seat adjustment.
 - 2) If an agency loses a seat, the Voting Member will be allowed to continue their term on the PAC. If there is an At-Large seat open, the Voting Member will be moved to the At-Large seat. If there is not an At-Large seat open, the Voting Member will be allowed to remain in their current seat until the end of their term. If the Voting Member is eligible for a second term on the EHOPAC, they will have to reapply for the position they qualify for at the time.
 - 3) The most recent calculation in 2015 resulted in the following seat allocations:
 - a) Food and Drug Administration, 4 seats
 - b) Indian Health Service, 4 seats
 - c) Centers for Disease Control and Prevention, 3 seats
 - d) ATSDR, DOI, USCG, NIH and EPA, 1 seat/agency
 - e) All remaining agencies where EHOs are assigned shall be grouped within "At-Large" (DHS, OS, USDA, etc), 2 seats
 - 4) In 2016 the EHOPAC voted to increase the PAC size by one (1) seat (19 Voting Members) and created an Open Agency seat. Only officers assigned to 3 (d) above are eligible to compete for this additional seat on the EHOPAC.
- (iii) The two (2) At-Large seats and the Open Agency seat fulfill the intent of the Charter, Paragraph V, and Item (4)

(d) Professional Seniority

- (i) In addition to the provisions of the Charter, Paragraph V, Item (8), at least one (1) Voting Member of the EHOPAC must be either a junior officer at the LTJG or LT rank or a GS-11 or below civil servant.

Section 2 - Nomination Process

(a) General Process

- (i) The Charter, Paragraph VI describes the nomination process.

(b) EHOPAC Process

- (i) The EHOPAC Chair-Elect will manage the voting member nomination process. Voting Member nominations will be solicited in the summer of each calendar year (See Appendix A).
- (ii) Nominations shall include a statement of interest and current curriculum vitae to aid in the selection process. All nominees shall meet basic readiness and the Readiness Chair will verify this prior to any EHOPAC voting. If any applicants are not basic ready, notification shall be provided to the EHOPAC CPO, Chair, Chair-Elect and the officer. The application shall be removed from consideration. The EHOPAC Chair-Elect shall notify the nominee of their removal.
- (iii) The EHOPAC Chair-Elect, or a designee, will develop an application package for each nominee and distribute to Voting Members. Each application package will have the applicant's name and rank removed for anonymity. The Voting Members will review the nominations prior to a pre-determined Voting Member business meeting. During that business meeting, the Chair-Elect will officially present packages to the Voting Members and the EHOPAC will discuss. After the meeting, Voting Members will vote on agency nominees using a nomination process. A survey will be set up using the EHOPAC SurveyMonkey account (SurveyMonkey) or a similar mechanism with questions to assess each candidate's aptitude in specified areas to determine their suitability for EHOPAC membership. The survey will be designed with questions on a Likert scale to allow scoring and comparison between candidates. The survey link will be sent to all Voting Members, who will then score each candidate based on their assessment of the candidate packages and meeting discussion. The EC will share with the Voting Members how each nominee ranked on the voting survey and which nominee for each agency will be forwarded to USPHS leadership for review.
- (iv) The EHOPAC Chair-Elect, or a designee, shall route the name(s) of all nominees to the respective Surgeon General (SG) PAC liaisons for agency processing according to the timelines set by the Office of the Surgeon General (OSG). SG PAC liaisons will reply to the CPO and either support the nomination or deny the nominee's processing. The EHOPAC Chair-Elect

shall coordinate with the CPO on the responses from the SG PAC Liaisons to ensure they meet the OSG timelines.

- (v) The final list of highly-qualified EHOPAC Voting Member nominees, endorsed by their SG PAC agency liaison(s), will be formatted by the Chair-Elect according to the protocols spelled out by the OSG (to include agency support letters) for each individual EHOPAC appointment. The complete package will be sent to the CPO for processing according to the above deadline.
- (vi) OSG will review packages, sign all appointment letters and return to the CPO. The CPO will forward to the Chair-Elect for distribution to the new EHOPAC Voting Members. The goal would be for OSG approval prior to 15 December for a term beginning on 01 January of the subsequent year. This will allow officers to receive their appointment letters on or before their first date of service to the EHOPAC. Note: This could take longer given all the coordination required; however the Chair-Elect should do his/her best to complete before the start of the next Calendar Year.

Section 3 - Membership Terms

(a) Term of Appointment

- (i) In accordance with Charter, Paragraph VII (1), term duration, one term will be defined as a three (3) year appointment.
- (ii) A member may serve two (2) terms (6 years) in consecutive or non-consecutive order. However, each EHOPAC Voting Member is only eligible to earn one (1) Special Assignment Ribbon for their service on the EHOPAC, regardless of the number of terms the officer serves.
- (iii) A Voting Member interested in serving consecutive terms may renew their membership by submitting an official notification to the EHOPAC Chair (see Attachment A). If the EHOPAC CPO and Chair both support the officer, the Voting Member may renew membership. The Chair is responsible for tracking this process. Approval of Voting Member renewal will be tracked for historical records. Voting Member renewals shall always be finalized by 31 July, so the EHOPAC can hold a formal call for nominations, based on available seats during each application season.

(b) Voting Member Alternates

- (i) Each Voting Member is responsible for identifying an alternate before the start of his/her term in office. When acting in the capacity of the Voting

Member, the alternate is responsible for fulfilling duties expected of the Voting Member.

- 1) Each Voting Member is responsible for informing the Secretary/Treasurer if their alternate changes agencies. If the agency the alternate moves to is not representative of the Voting Member as outlined in paragraph (b) section (iii), the Voting Member must identify a new alternate and complete a new memorandum as outlined in section (ii) below, and must notify the departing alternate of the change in their status via email and cc the Secretary/Treasurer.
- (ii) Alternates shall be identified using the memorandum found in Attachment B and submitted to the EHOPAC Secretary/Treasurer. The EHOPAC Voting Member is responsible for obtaining all required signatures.
 - (iii) Alternates must meet the following criteria:
 - 1) The alternate cannot be an officer who already served six (6) years as a Voting Member on the EHOPAC.
 - 2) Except for the EHOPAC At-Large and Open Agency Voting Members, the designated alternate must be from that EHOPAC member's agency.
 - 3) For At-Large Voting Members, the alternate must be from an agency without a standing seat on the EHOPAC such as DHS, OS, USDA, etc.
 - 4) For Open Agency members, the alternate must be from an agency with one seat on the EHOPAC (ATSDR, DOI, USCG, NIH and EPA).
 - 5) Preference will be for the alternate to be from the same agency as the At-Large and Open Agency Voting Member, but it is not a requirement.
 - (iv) According to the Charter, VII, 2. All alternates must be practicing in the Environmental Health discipline and must meet basic readiness requirements. Service as an alternate to a Voting Member will not be included in the accumulated years of services on the EHOPAC.
 - (v) Each alternate is approved for a 3 year term of service (Attachment B).
 - 1) At the start of each calendar year, the Voting Member must confirm that their alternate agrees to remain onboard, using the Voting Member Alternate Form (see Attachment B). The Voting Member must verify that their alternate understands the requirements of an alternate, ensure they are still serving in the agency indicated on their form, and still have supervisory approval to participate.

(vi) An alternate must attend all EHOPAC meetings their Voting Member cannot attend.

1) The Voting Member must arrange for their alternate to attend any EHOPAC meeting he/she cannot personally attend.

a) If the Voting Member and his/her alternate do not attend an EHOPAC meeting, the Voting Member will be marked unexcused. Exceptions can be granted by the Chair in special circumstances (refer to Section 4. Meetings, c) Attendance & Participation).

b) If both the Voting Member and the alternate are unavailable, the Voting Member must discuss options for agency and Subcommittee representation at the EHOPAC meeting with the Chair and determine a course of action to address the situation.

c) If a vote is taken during an EHOPAC meeting or via email and the Voting Member is unavailable, the alternate must vote in the prescribed time frame.

(vii) The alternate will assume ONLY the voting privileges of the EHOPAC member when the officer transfers to another agency during their term on the EHOPAC (see Membership Pro Tem, section (e)). The alternate will fulfill these voting responsibilities for the remainder of the three (3) year term.

(viii) The alternate will assume ALL Voting Member duties if:

1) The Voting Member no longer wishes to remain as a Voting Member.

2) The CPO and/or EHOPAC Chair do not recommend the Voting Member retain membership privileges.

The alternate will serve out the remainder of the calendar year and the EHOPAC will solicit volunteer(s) to fill the vacancy during the Voting Member open season.

(ix) The alternate WILL NOT have any Voting Member privileges when the Voting Member is serving in an at-large or Open Agency seat and moves to an equivalent agency.

(x) The alternate is not eligible for a Special Assignment Award.

(c) Ex-Officio Membership

- (i) The EHOPAC defines the following members as Ex-Officio members.
 - 1) The current CPO as defined by Charter Paragraph V, Item (10) and Paragraph IX, Item (1).
 - 2) The departing EHOPAC Chair will serve as Ex-Officio Chair for one year after they are Chair as defined by Charter Paragraph V, Item (10) and Paragraph VIII, Item (3).
- (ii) The CPO does not have voting privileges and does not count toward the maximum size of the EHOPAC.
- (iii) Depending on the tour years of the departing EHOPAC Chair, this officer may or may not have active service left on the EHOPAC.
 - 1) If the departing EHOPAC Chair has already served 6 years on the EHOPAC, the officer will have Ex-Officio status without voting privileges and membership will not count toward the available EHOPAC seats.
 - 2) If the departing EHOPAC Chair has not served two complete tours on the EHOPAC, the officer will have Ex-Officio status with voting privileges and membership will count towards the available EHOPAC seats.

(d) Liaisons to the EHOPAC (Non-Voting)

- (i) The EHOPAC may identify and request other individuals to serve as a liaison between their representative organizations and the EHOPAC for the purpose of communicating relevant information between the two groups. This shall be done in accordance with Charter Paragraph V, Item (11). Liaisons have no voting privileges and do not count toward the maximum size of the EHOPAC.
- (ii) Example liaison member organizations include the Environmental Health Accreditation Council (EHAC), Commissioned Corps Women's Issues Advisory Board (CCWIAB), the National Environmental Health Association (NEHA), the Commissioned Officers Association (COA), Junior Officer Advisory Group (JOAG), the American Academy of Sanitarians (AAS) and others.
- (iii) Liaison appointments will be overseen by the EHOPAC EC.
- (iv) Liaisons cannot also serve as Voting Members on the EHOPAC.

- (v) Liaisons appointments to the EHOPAC shall not exceed the representing organization's requirements (i.e. JOAG and CCWIAB have specific term limits). If liaisons are not meeting the needs of the EHOPAC, the EC will address these concerns with the representing organization.

(e) Membership Pro Tem

- (i) The EHOPAC may have up to two (2) members pro tem. This membership classification accommodates EHOPAC Voting Members who would otherwise have to resign because of a change in agency. If the situation arises where more than two (2) officers rotate agencies during the same time frame on the EHOPAC, the Chair will work with the CPO to determine if an additional seat pro tem is warranted.
- (ii) Membership pro tem will be allowed:
 - 1) If the EHOPAC CPO and Chair approve of continuing the Voting Member's service.
 - 2) If the receiving agency will support the Voting Member on the EHOPAC.
- (iii) EHOPAC members reassigned to this classification must complete a new EHOPAC self-nomination form (Attachment C) for the current calendar year, indicating the officer's new supervisor supports the Voting Member's position on the EHOPAC.
- (iv) A Voting Member in pro tem status may serve the remainder of their three (3) year term of appointment on the EHOPAC. The Voting Member will still fulfill all assigned duties and subcommittee responsibilities and attend EHOPAC meetings, but will have no voting privileges for the remainder of their term while serving in this status. The voting status shall be transferred to the alternate for the remainder of the term.
- (v) Under the provisions of this section, the officer is not eligible to apply and serve an additional tour on the EHOPAC in this membership classification. If the officer wishes to serve a second tour, the Pro Tem member must apply to the EHOPAC based on vacancies in his/her new agency.

(f) Resignations

- (i) Voting Members seeking to terminate their positions on the EHOPAC before their term expires must submit a written request for resignation to the EHOPAC Chair, the CPO and to their agency liaison. The resignation request shall include the reasons for leaving, effective date, and the name/contact

information of their alternate. Officers leaving before completing their first term of service will not earn a Special Assignment Award and will lose all membership privileges.

- (ii) If the EHOPAC Chair and CPO agree and if the alternate is amicable, he/she will assume membership service and privileges once the Voting Member's resignation request is finalized. If the alternate is unwilling to service in this capacity for the remainder of the calendar year, the exiting Voting Member, or in extreme cases the EC, must secure an alternate to serve in their place who is willing to accept the duty obligations.
- (iii) The EHOPAC will advertise the vacated seat during the next Voting Member application window.

Section 4 - Meetings

(a) Operational Year

- (i) The operational year for the EHOPAC shall begin on 01 January and end on 31 December.

(b) Frequency

- (i) Meetings will be held each month, on the second (2nd) Tuesday 1300-1500 EST and will be scheduled by the EHOPAC Chair in coordination with the Secretary/Treasurer. Meetings shall include four (4) quarterly Seasonal meetings (Spring, Summer, Fall, and Winter) for the entire category and monthly Voting Member business meetings during the months where there are no Seasonal meetings. Voting Members are expected to attend all EHOPAC meetings unless the officer has provided an excuse to the EHOPAC Chair and Secretary/Treasurer in advance (see below, Attendance and Participation, for exceptions to this).

(c) Attendance and Participation

- (i) An **excused absence** from an EHOPAC meeting will be granted when a Voting Member notifies the EHOPAC Chair and Secretary/Treasurer in advance that they will not be present for a meeting and makes arrangements for their alternate to attend in their place. Reasons for an excused absence may include previously scheduled annual leave, sick leave, maternity/paternity leave, bereavement, mission critical work, and deployment.

- (ii) An **unexcused absence** from an EHOPAC meeting results when a Voting Member fails to notify the EHOPAC Chair and Secretary/Treasurer in advance that they will not be present for a meeting and does not arrange for their alternate to attend in their place. Exceptions to this can be made by the Chair in extenuating circumstances.
- (iii) If a Voting Member has two (2) or more **unexcused absences** from EHOPAC meetings, does not vote on two (2) or more EHOPAC business items during a calendar year, or does not participate in required activities or complete assigned tasks, the EHOPAC Chair, in consultation with the CPO, will inform the Voting Member he/she did not meet the requirements of service for the year and therefore does not earn a Thank You letter. If the situation is warranted, the EHOPAC Chair will remove the officer from the EHOPAC.
- (iv) If the Voting Member has four (4) or more **excused absences** during any calendar year, the EHOPAC Chair reserves the right to discuss with the Voting Member if continued service on the EHOPAC is the right course of action. The CPO and Chair will make the final decision. Exceptions to this for extended absences, such as maternity leave, and other extenuating circumstances can be made by the Chair.
- (v) Any EHOPAC member missing two (2) consecutive **unexcused** or four (4) non-consecutive **unexcused** meetings in a calendar year can, at the discretion of the CPO and EHOPAC Chair, be asked to voluntarily resign from the EHOPAC. If the officer refuses resignation, the EHOPAC Chair will initiate a request to the SG and agency liaison to terminate the Voting Member's appointment. Consistently requesting a Voting Member's alternate to represent the voting member during EHOPAC meetings does not equate to the Voting Member fulfilling attendance requirements.

(d) Agenda

- (i) The EHOPAC Secretary/Treasurer, with guidance from the EHOPAC Chair, shall distribute a meeting agenda and any necessary background material to Voting Members before each meeting. The Secretary/Treasurer will also send meeting agendas to the EHOPAC listserv to prepare category officers for each quarterly Seasonal meeting.

(e) Records and Reporting

- (i) The EHOPAC Secretary/Treasurer will prepare meeting minutes and inform Voting Members of the draft document on APAN.

- 1) This “final draft” will be reviewed by all EHOPAC members.
 - 2) All EHOPAC Voting Members will review the draft minutes within ten (10) working days of publication on APAN.
- (ii) The EHOPAC will vote to approve each meeting’s minutes.
- 1) All EHOPAC Voting Members will vote on the minutes within five (5) working days of the call for voting to finalize the document.
- (iii) Once meeting minutes are finalized, the Secretary/Treasurer will work with the IT Subcommittee for posting the minutes to the EHOPAC website and sharing category-wide.
- (iv) If at any time the CPO has need of an EHOPAC Accomplishment and Ongoing Activities Report, the EHOPAC Chair will provide this information from official EHOPAC meeting minutes and the EHOPAC Rolling Action Item Tracker (RAIL, see Article 2, Section1).
- (v) EHOPAC Newsletters shall be generated after each quarterly Seasonal meeting.
- 1) The Newsletter shall summarize quarterly news from the EC, Subcommittees and liaisons to the EHOPAC and any other relevant items.
 - 2) The Newsletter shall be managed by the Communications Subcommittee Chair with oversight by the EHOPAC Ex-Officio Chair. For further information, see Communications Subcommittee.

Section 5 - Executive Committee (EC) Officers

- (a) The EC consists of the CPO, Chair, Ex-Officio Chair, Chair-Elect, Secretary/Treasurer and EC Liaison.
- (i) The Chair-Elect, Secretary/Treasurer and EC Liaison positions are elected by a majority vote.
 - (ii) After his/her year of service, the Chair-Elect will automatically move into the Chair position and the Chair into the Ex-Officio Chair position as long as the CPO and Voting Members continue to support these officers on the EC.
 - (iii) The Chair will automatically rotate into the Ex-Officio Chair position and fulfill this final year of participation on the EC, regardless if his/her 6 years of service on the EHOPAC has elapsed. Without this final year of service, the officer is not eligible for an EHOPAC Chair individual award.

- (b) The EC shall meet at least monthly to review outstanding EHOPAC actions and plan the way forward for the next month.
- (c) The Chair, Ex-Officio Chair and Chair-Elect shall meet weekly to address current EHOPAC activities, organize EHOPAC projects and address any urgent assignments.

Section 6 - Election of EC Officers

(a) Chair

- (i) The Chair is succeeded by the Chair-Elect on 1 January, assuming endorsement from the CPO and voting membership.
- (ii) The Chair serves a one (1) year term of office. In the event the Chair-Elect is not deemed competent to serve as the EHOPAC Chair, or he/she vacates the EHOPAC prematurely, the Chair may serve an additional one (1) year term as long as appointment term limits are not exceeded and the Chair's agency supports the officer's continued service on the EC.
 - 1) Regardless of time served in the Chair position on the EC, the Chair will still be required to serve as the Ex-Officio Chair for the year following their Chairmanship year or the officer will not be eligible for the EHOPAC Chair individual award.
 - 2) The EHOPAC must elect a new Chair-Elect for the second (2nd) year of the Chair's service. This position cannot be vacant.
- (iii) Chair candidates will hold the rank of senior officer, at the O-5 or above grade at the time of nomination.

(b) Ex-Officio Chair

- (i) The Ex-Officio Chair position is a one (1) year term on the EC and follows the calendar year immediately after the officer's Chairmanship year.
- (ii) The Ex-Officio Chair position is not required to be a Voting Member on the EHOPAC. If the Chair is serving in his/her final year as a Voting Member on the EHOPAC, the officer would rotate into the Ex-Officio Chair position as a Non-Voting Member.
- (iii) The current EHOPAC Chair and CPO will have the final determination of eligibility for the Ex-Officio Chair to be nominated for the EHOPAC Chair individual award. Award nominations shall be drafted by the current

EHOPAC Chair and will be due to the CPO no later than 31 October of the calendar year.

(c) Chair-Elect

- (i) The Chair-Elect is elected annually for a one (1) year term of office beginning on 01 January.
 - 1) The Chair-Elect will always be required to serve in the Chair and Ex-Officio Chair positions for the two (2) years immediately following the officer's Chair-Elect year.
- (ii) Candidates for Chair-Elect should have a minimum of two (2) years remaining in the EHOPAC appointment at the time of nomination. Exceptions can be made, but should not become normal practice.
- (iii) Chair-Elect candidates will hold the rank of senior officer at the O-5 or above at the time of nomination and must be on the EHOPAC for at least one year before beginning their term.
- (iv) The Chair-Elect will automatically assume the office of EHOPAC Chair.
- (v) The EHOPAC Chair will solicit nominees from the pool of EHOPAC Voting Members for the Chair-Elect position. The Chair will then present nominees to the EHOPAC. The nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes. The election of the Chair-Elect will be held on or about the November Voting Member business meeting.

(d) Secretary/Treasurer

- (i) The Secretary/Treasurer position is elected annually for a one (1) year term of office and may be renewed for a second year, for a maximum of two years of service. If the Secretary/Treasurer wishes to renew for a second year, the officer will submit an email to the Chair and CPO requesting an extension on or before 01OCT of the calendar year. The extension will be granted at the discretion of the Chair and CPO.
- (ii) Candidates for Secretary/Treasurer position should have a minimum of one (1) year remaining in their EHOPAC appointment.
- (iii) The EHOPAC Chair will solicit nominees from the pool of EHOPAC Voting Members for the Secretary/Treasurer position. The Chair will then present nominees to the EHOPAC. The nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations

will be limited to five (5) minutes. The election of the Secretary/Treasurer will be held on or about the November Voting Member business meeting.

- (iv) Incoming voting members are eligible to apply for the Secretary/Treasurer position and should notify the Chair and Chair-Elect of their interest in serving when the officer is notified he/she has been accepted as an EHOPAC Voting Member.

(e) EC Liaison

- (i) The EC Liaison position is elected annually for a one (1) year term of office and may be renewed for a second year, for a maximum of two years of service. If the EC Liaison wishes to renew for a second year, the officer will submit an email to the Chair and CPO requesting an extension on or before 01OCT of the calendar year. The extension will be granted at the discretion of the Chair and CPO.
- (ii) The EHOPAC Chair will solicit nominees from the pool of EHOPAC Voting Members for the EC Liaison position. The Chair will then present nominees to the EHOPAC. The nominees will be allowed to give a candidacy speech to the EHOPAC membership prior to the election. The presentations will be limited to five (5) minutes. The election of the EC Liaison will be held on or about the November Voting Member business meeting.
- (iii) Incoming voting members are also eligible to apply for the EC Liaison position and should notify the Chair and Chair-Elect of their interest in serving when the officer is notified he/she has been accepted as an EHOPAC Voting Member.

Section 7 - Internal Governance

- (a) The EHOPAC Charter serves as the guidance document for the Bylaws and all operations and functions of the EHOPAC.
- (b) The Bylaws and Charter shall be reviewed and updated every three (3) years or more often as needed to ensure they reflect the true needs of the EHOPAC as an advocacy organization for the EHO category.
- (c) Bylaws shall be amended at any EHOPAC Voting Member business meeting by two thirds (2/3) vote of a quorum of the membership. A written proposal to amend the bylaws must be submitted by a member at the meeting immediately preceding that at which the amendment is to be voted on.

Article II. EC Officer Responsibilities

Section 1 - CHAIR

The Chair is responsible for leading the EHOPAC in fulfilling its mission. The Chair's major duties and responsibilities are:

- a) Ensures EHOPAC operates within the scope of the Charter and bylaws;
- b) Reviews annual Subcommittee work plans and Subcommittee reports;
- c) Ensures Subcommittees follow and update SOPs as appropriate;
- d) Oversees topics for discussion and voting as needed;
- e) Regularly communicates information about the EHOPAC and its functions to the category through the EHOPAC listserv;
- f) Serves as the primary approver or rejecter of all messages sent to the EHOPAC listserv;
- g) Maintains a roster of Voting Members and their term information;
- h) Ensures Voting Member names, terms, agencies and contact information are updated on the EHOPAC website at the start of each calendar year;
- i) Prepares and submit memos to OSG through the CPO regarding matters such as Voting Member terminations, Voting member, non-voting member (including Ex-Officio) individual and group awards, etc.;
- j) Presides over EHOPAC meetings, working with the EC to coordinate meetings and agenda topics;
- k) Monitors all Subcommittee functions and appoints Subcommittee chairpersons;
- l) Attends USPHS Leadership meetings with the CPOs, PAC Chairs and others as requested;
- m) Provides advice and consultation to the CPO on matters related to professional activities and personnel issues affecting environmental health professionals;
- n) Establishes and maintains close relationships with representatives from other PACs and consults with those organizations as necessary to ensure the attainment of USPHS objectives;
- o) Represents the EHOPAC at Environmental Health professional functions and the annual Commissioned Officer Foundation Symposium;
- p) Orients new EHOPAC Voting Members regarding their roles and responsibilities;
- q) Sends letters of appreciation to EHOPAC Voting Members and others according to service as long as participation warranted an official letter;
- r) Develops yearly Rolling Action Item List (RAIL) to track actions of Subcommittees. The RAIL will be 2 parts: the first will track taskers for each Voting Member during the current calendar year and the second part will track future tasking for the next calendar year. The RAIL template is located in the Chair's document library on APAN.

Section 2 - CHAIR-ELECT

The primary duty of the Chair-Elect is to use the year to learn the ongoing business of the EHOPAC and the duties of the EC. In addition, the Chair-Elect will need to become intimately familiar with Communication, Marketing & Recruitment and Policy & Standards Subcommittee actions to ensure a smooth transition upon assuming the office of Chair. The Chair-Elect is also responsible for certain EHOPAC operational and membership functions. The Chair-Elect's major duties and responsibilities are:

- a) Assists the Chair in the execution of EHOPAC business as described in Section 1 above;
- b) Schedules meetings with the Chair, EC Liaison, Secretary/Treasurer and all Subcommittees to ensure all have: a) appropriate goals and objectives for the year, b) expectations clarified, c) work plans formulated and d) goals are recorded in the RAIL;
- c) Represents the Chair when he/she is not available to attend meetings or other official functions that require the presence of the Chair;
- d) Coordinates annual membership solicitations, nominations, and elections;
- e) Assists with generating meeting agenda topics, guest speakers, and special functions;
- f) Meets with the EHOPAC Chair regarding Environmental Health professional-related matters that require immediate attention;
- g) Assists the EHOPAC Chair in drafting, preparing, and presenting special EHOPAC resolutions and correspondence;
- h) Assists the Chair in ensuring the Subcommittees fulfill their roles and responsibilities as needed;
- i) Prepares the nomination package and the Special Assignment Awards for all Voting Members, meeting the requirements as outlined in the SOP and in coordination with the CPO;
- j) Assists the Ex-Officio and the Chair in drafting and reviewing all EHOPAC awards for Voting Members, Non-Voting members, including the Ex-Officio

Section 3 - EX-OFFICIO CHAIR (Special Projects)

The Ex-Officio Chair provides advice and counsel as requested by the Chair. The position is titled "Special Projects" and the officer serves as a senior leader to the Chair and Chair-Elect, providing background on decisions made the previous year. In addition, the officer serves as a sounding board for the Chair/Chair-Elect on EHOPAC actions and may step in to assist the EC as requested by the Chair. Finally, the Ex-Officio Chair will complete any outstanding items he/she was unable to complete during their Chair year as well as assist the EC and the EHOPAC per the Chair's request.

Section 4 - SECRETARY/TREASURER

The primary duty of the Secretary/Treasurer is to document and record the ongoing business activities of the EHOPAC. The officer is responsible for all official EHOPAC records and correspondence. In addition, he/she must record and report the ongoing financial activities of the EHOPAC to include EHOPAC coin sales. The Secretary/Treasurer is responsible for EHOPAC financial records and coordinating EHOPAC account activity and maintenance. The Secretary/Treasurer responsibilities are:

- a) Keeps accurate records of the EHOPAC meetings and activities;
- b) Receives and tallies votes from Voting Members to include tracking of Voting Member participation during voting;
- c) Prepares meeting agendas after receiving agenda topics from the Chair-Elect and Chair;
- d) Records EHOPAC member attendance at scheduled meetings;
- e) Records and prepares detailed minutes of all official EHOPAC meetings and provides draft minutes to the EHOPAC members;
- f) Makes any additional edits to minutes and forwards the final versions to the EHOPAC and to the IT Subcommittee Chair for posting on the EHOPAC website and APAN as specified;
- g) Assists with the logistics of meeting locations and conferencing technology;
- h) Coordinates with the Commissioned Officers Association Foundation* accountant to monitor EHOPAC account activity on a monthly basis;
- i) Solicits for, audits, and resolves conflicts with the EHOPAC Subcommittee volunteer rosters yearly. Works with the IT Subcommittee to provide APAN access to volunteers and alert Subcommittee Chair(s) when their members need to rotate off the committee/apply for an extension as outlined in the Subcommittee Responsibilities section below;
- j) Keeps accurate financial records related to the EHOPAC account;
- k) Provides routine financial reports to the EHOPAC during regularly scheduled EHOPAC meetings or as requested by the EHOPAC Chair;
- l) Coordinates in writing, requests for funding that are submitted to the COA Accountant*;
- m) Processes accounts payable and accounts received related to EHOPAC activity;
- n) Processes requests, payments, and shipping for the EHO Coins;
- o) Keeps a running list of anticipated EHOPAC expenses for the year to ensure availability of funds for expenses;
- p) Provides a mid-year financial report to the EC;
- q) Tracks funds requests and reimbursements for each Subcommittee (the EC may approve charges less than \$25, but the Voting Members must approve via vote to spend money over \$25);
- r) The Outgoing Secretary/Treasurer will conduct an audit of the EHOPAC account(s) at the end of each operational year. Any discrepancies noted during the audit will be reported to the EHOPAC and coordinated with incoming Secretary/Treasurer for resolution;

- s) Between 30 – 90 days after the new Secretary/Treasurer is elected, he or she will report the results of the audit to the EHOPAC; and in the absence of an elected Secretary/Treasurer, the EHOPAC Chair, Chair-Elect, or appointed alternate will serve in the role, until a new Secretary/Treasurer can be elected by the EHOPAC.

** The COA Foundation supports the EHOPAC by holding funds generated by EHO coin sales in a bank account and disperses those funds for EHOPAC-related activities, as directed by the EHOPAC.*

Section 5 - EC LIAISON

The role of the Executive Committee (EC) Liaison is to assist the EC in aspects of EHOPAC administration, outreach, and coordination. The EC Liaison advises the EC, promotes and facilitates development of EHOPAC services, and liaises with and builds strong relationships among key stakeholders. The EC Liaison's responsibilities are:

- a) Advisor for the EC to Subcommittees;
- b) Support work between Subcommittees;
- c) Assists the EC in long-term EHOPAC planning;
- d) Manages EHOPAC online services: a) EHOPAC's Google account (Anonymous Feedback System or AFS), b) the EHO Officer Directory, c) and Gmail account;
- e) Coordinates solicitation for and selection of EHOPAC volunteer opportunities and non-voting member participation on Subcommittees;
- f) Collects feedback and other information from the EHO category, partners and stakeholders;
- g) Coordinates communication between the EC and EHOPAC Liaisons to include assisting the EHOPAC in communicating and coordinating with external organizations and sharing pertinent information. These organizations consist of USPHS advisory committees, academic, and professional organizations.

Article III. Subcommittee Responsibilities

Section 1 - Standing Subcommittees

- (a) At a minimum, the EHOPAC shall have the following standing Subcommittees.**
- (i) Awards & Recognition
 - (ii) Career Development
 - (iii) Communications
 - (iv) Mentoring & Orientation
 - (v) Readiness
 - (vi) History
 - (vii) Information Technology
 - (viii) Marketing & Recruitment
 - (ix) Policies & Standards
 - (x) Training & Events
- (b) The EHOPAC Chair may recommend the establishment of a new Subcommittee or the retirement of an existing Subcommittee. The EHOPAC membership will review any recommendation from the Chair prior to official EHOPAC action.**
- (c) The EHOPAC Chair will appoint all Subcommittee Chairpersons.**
- (i) Subcommittee Chairs must be current Voting Members.
 - (ii) If a Subcommittee has a Non-Voting EHO in a Subcommittee senior leadership position, the Subcommittee Chair, with concurrence from the EHOPAC Chair, may delegate this volunteer as a Subcommittee Co-Chair as well.
 - (iii) The EHOPAC Voting Member must arrange for a Subcommittee leader to attend any EHOPAC meeting he/she is unavailable to attend. EHOPAC meeting agendas are planned prior to each EHOPAC meeting. The Voting Member's alternate is not expected to serve in this capacity unless the alternate is also identified as a Subcommittee leader.

- (iv) The alternate is the only one authorized to vote for the Voting Member, not the Subcommittee leader or designee.
- (d)** Subcommittees will develop internal standard operating procedures (SOPs) (Attachment D). Each year Subcommittee Chair(s) will review existing SOPs and update as needed and send to the EHOPAC Chair for finalization. Once final, the Subcommittee chair(s) will post their current SOP on APAN as outlined as follows.
 - (i) At the start of the calendar year, the Subcommittee Chair(s) will establish and maintain a new calendar year folder in his/her Subcommittee Library in APAN entitled with the name of the current year.
- (e)** Subfolders will be created to store all documents used or updated during the operational year will be stored within the current year folder. Documents stored in the subfolders shall include but not be limited to the following documents: SOP, Work Plan, and Working Documents. The subfolders shall bear the respective name of the documents contained in the subfolders (SOP, Work Plan, Working Documents, etc.).
- (f)** At the start of each calendar year the Subcommittee Chair(s) will submit a roster of Non-Voting Subcommittee members to the Secretary/Treasurer for updating the master subcommittee volunteer roster. The Subcommittee Chair(s) will work with the Secretary/Treasurer to resolve any conflicts with the roster.
 - (i) Non-Voting Subcommittee members may only serve on one (1) Subcommittee at a time, serve no more than a three (3) year term on any one (1) Subcommittee and may only extend one (1) year for special circumstances supported by both the Subcommittee Chair(s) and the EHOPAC Chair.
 - (ii) Each Subcommittee chair will prepare and submit an official appointment letter to each Subcommittee member in accordance with Subcommittee SOPs as well as a Thank You letter at the end of each year's service on the Subcommittee as long as the volunteer's service warranted an official Thank You letter.

- (g) At the start of each calendar year the Subcommittee Chair(s) will submit a yearly work plan (Attachment D) to the EHOPAC Chair. This work plan shall prioritize responsibilities and work assignments based on short term (current calendar year) and long term (next calendar year) goals. These items will also be cataloged and tracked within the EHOPAC Chair's RAIL.
- (h) Subcommittee meeting frequency, work plans and SOPs shall be consistent with the Charter and Bylaws.
- (i) In order to achieve maximum participation by the greatest number of EHOs:
 - (i) Non-Voting Members shall not be granted official membership on more than one Subcommittee at one time. Subcommittees may have liaisons, Ex-Officio members, and ad-hoc members that are also official members of another Subcommittee if these roles have been defined as a need in the Subcommittee's SOPs and approved by the EHOPAC Chair.
- (j) **The EHOPAC standing Subcommittees and general functions.**
 - (i) The **Awards and Recognition Subcommittee** serves the following functions:
 - 1) Evaluates EHO nominees for category awards;
 - 2) Prepares guidance to officers regarding EHOPAC awards and coordinates award nominations;
 - 3) Evaluates nominees for the John G. Todd Award, Edward (Ted) Moran Award, John C. Eason Award, Thomas E. Crow Mentor Award and the EHO Responder of the Year Award;
 - 4) Assists the CPO with the purchasing of awards and presentation of awards at COA and/or NEHA;
 - 5) Provides notices and reminders to the EHO category regarding EHOPAC award schedules;
 - 6) Develops example individual and group award write-ups for EHOs and their supervisors.
 - (ii) The **Career Development Subcommittee** serves the following functions:
 - 1) Advises the EHOPAC on issues affecting EHO career activities, assignments, evaluations and promotions;
 - 2) Provides guidance and recommendations for billet utilization;
 - 3) Provides resources and services to EHOs for professional advancement and the promotion process;
 - 4) Advises EHO category on Commissioned Officers Effectiveness Reports (COERs) and other promotion documents (e.g. CV Template, Officer Statement, Reviewing Official Statement);

- 5) Provides recommendations for EHO position classifications and development of career tracks;
- 6) Assesses and reviews performance evaluation factors (e.g. promotion benchmarks);
- 7) Works with M&O and T&E Subcommittees to provide career counseling and mentoring to EHOs.

(iii) The **Communications (COMMS) Subcommittee** serves the following functions:

- 1) Identifies internal and external EHOPAC communication needs;
- 2) Evaluates EHOPAC communication needs and resources;
- 3) Maintains an EHOPAC social media presence using multiple platforms;
- 4) Inventory existing communication channels, needs, resources;
- 5) Incorporates social media and exploratory activities such as polls, surveys, and questionnaires;
- 6) Conducts these activities (stated above) and report findings and recommendations;
- 7) Coordinates communication documents with the IT Subcommittee for publication on the EHOPAC website;
- 8) Identifies ways to support the EHOPAC mission via communication;
- 9) Determines and utilize the best methods to communicate to the EHOPAC and category;
- 10) Organizes and publishes the quarterly EHOPAC Newsletter;
- 11) Liaises with the Combined Category Newsletter for EHO-specific articles;
- 12) Reviews and updates the EHO Survival Guide and other communication materials as needed.

(iv) The **Mentoring & Orientation (M&O) Subcommittee** serves the following functions:

- 1) Strategically pairs junior officers (protégés) with specific senior officers (mentors) to maximize the effectiveness of the EHO mentoring process;
- 2) Monitors and administers the Mentoring Program for EHOs to include oversight of the electronic database of paired mentors and protégés;
- 3) Generates quarterly reports to the EC regarding the numbers of new and existing active mentoring pairs;
- 4) Provides annual documentation for mentors and protégés regarding the success of their year in the Mentoring Program;
- 5) Provides guidance and training to senior officers (mentors) and protégés to enable a successful/effective protégé/mentor relationship;
- 6) Conducts semi-annual surveys to evaluate officer satisfaction with the mentoring services being offered and collects recommendations to continually improve the Mentoring Program;

- 7) Surveys the training needs for mentors and collaborates with other EHOPAC Subcommittees to address mentoring needs;
 - 8) Develops and disseminates resources designed to provide new and junior EHOs the opportunity to receive career guidance to include the annual EHO Mentoring Sessions at the USPHS Scientific and Training Symposium and other venues as appropriate;
 - 9) Partners with the CPO, Career Development Subcommittee and the EC to organize the annual EHO Mentoring Sessions at the USPHS Scientific and Training Symposium and other venues as appropriate;
 - 10) Performs other duties as assigned by the EHOPAC.
- (v) The **History Subcommittee** serves the following functions:
- 1) Preserves historical facts, documents and photos documenting the EHO Category and EHOs;
 - 2) Maintains and updates electronic archives;
 - 3) Documents current and historical EHO data on the EHOPAC Website;
 - 4) Develops EHO category historical narratives and provides updates to major milestones on the EHOPAC Website;
 - 5) Maintains a current list of all CPOs and PAC Chairs;
 - 6) Collects, houses and stores pictures, files and letters of historical significance to support the EHOPAC as a data repository.
- (vi) The **Information Technology (IT) Subcommittee** serves the following functions:
- 1) Maintains the EHOPAC website, including page design and content;
 - 2) Works with EHOPAC Subcommittees to design Subcommittee-specific pages on the EHOPAC website and to ensure their IT needs are met;
 - 3) Provides accessibility verification for all EHOPAC documents in accordance with §508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d));
 - 4) Provides verification for all Information and Communication Technology (ICT) documents for EHOPAC publications to meet the Web Content Accessibility Guidelines (WCAG), 2.0 version, provided by the World Wide Web Consortium (W3C) with a minimum level of AA;
 - 5) Provides training and consultation for EHOPAC members regarding creating and maintaining accessible content on the EHOPAC website;
 - 6) Administers the "EHOPAC-L" listserv;
 - 7) Administers the EHOPAC SharePoint Worksite on the All Partners Access Network (APAN);
 - 8) Manages all user requests for the EHOPAC listserv and APAN;
 - 9) Provides training and consultation on APAN use and structure to VMs and Subcommittee members accessing APAN;

- 10) Provides a Voting Member for the USPHS IT Chartered Advisory Committee (ICAC).

(vii) The **Marketing & Recruitment (M&R) Subcommittee** serves the following functions:

- 1) Develops audio-visual marketing and recruitment information;
- 2) Conducts direct outreach to newly boarded EHOs;
- 3) Ensures the EHOPAC remains current on the status of newly boarded EHOs by collecting and tracking applicant data while assuring confidentiality of information;
- 4) Serves as link between boarded EHOs, hiring officials, agency liaisons, and the EHO Category;
- 5) Maintains contact with various academic and environmental health organizations/programs;
- 6) Works closely with and serves as a liaison to the Division of Commissioned Corps Personnel and Readiness (DCCPR) Recruitment Branch to determine the status of the application process each year, the number of EHO applicants, and other relevant information related to general duty and JRCOSTEP applicants;
- 7) Markets the JRCOSTEP program among accredited schools that meet the EHO appointment standards;
- 8) Communicates with all pertinent partners on recruitment information and marketing opportunities while using all available technology and following all applicable protocols;
- 9) Shares all pertinent information with the Chair, Vice-Chair, and CPO in a timely manner.

(viii) The **Policies & Standards (P&S) Subcommittee** serves the following functions:

- 1) Establishes and coordinates revisions of EHO appointment standards;
- 2) Collaborates with the Career Development and T&E Subcommittees regarding recommendations for professional registrations and certifications appropriate for the EHO category;
- 3) Discusses issues relevant to operating procedures for the EHOPAC in the bylaws and Charter;
- 4) Reviews and revises the EHOPAC Charter and Bylaws;
- 5) Continually monitors USPHS policy decisions and informs the EHOPAC of any possible impacts;
- 6) Assists the EHO CPO, EC, Appointment Boards, applicants and EHOs with questions regarding appointment standards, qualifying degree eligibilities and work experience credits;
- 7) Coordinates with USPHS to implement the annual appointment board processes per the SOP to include:

- a) *Receiving and compiling applicant packets from USPHS for review and scoring by a senior EHO reviewing panel per DCCPR instructions;*
- b) *Organizing a panel of senior EHOs selected by the CPO to participate on the EHO OPEN WINDOW applicant screening process;*
- c) *Providing EHO applicant packets to EHO senior officer reviewers along with EHOPAC-developed guidance regarding review and ranking of applicants;*
- d) *Receiving reviewed/scored (per DCCPR's instructions) EHO applicant packets and creating a spreadsheet with the rank and score breakdown;*
- e) *Writing thank you letters for all senior officers who participate on review panels.*

(ix) The Readiness Subcommittee serves the following functions:

- 1) Represents the EHO category on the Cross Category Readiness Workgroup (CREW);
- 2) Reviews, updates and uploads the EHO Utilization Guide, EHO Deployment Pamphlet, EHO Go Kits, EHO Readiness Guide, EHO Deployment Checklist/Resources and EHOPAC Deployment Resource DVD on the EHOPAC website as needed;
- 3) Monitors USPHS quarterly reports to determine EHOs who are projected to not meet basic readiness requirements;
- 4) Contacts all EHOs projected to not meet basic readiness requirements and reminds them of the specific steps needed to meet basic readiness, the deficiencies USPHS identified and includes a copy of the current version of readiness requirements;
- 5) Provides the EHOPAC with quarterly summaries of EHO readiness status, current percentage of category officers meeting basic readiness, cross category readiness comparisons and a summary of reasons officers are not meeting basic readiness, also shares this information with COMMS;
- 6) Reviews all EHOPAC Voting Member and category award nominees for EHOPAC for readiness, officers who do not meet basic readiness are removed from the applicant pool.

(x) The **Training & Events (T&E) Subcommittee** serves the following functions:

- 1) Oversees yearly USPHS Scientific and Training Symposium planning: including the organization and execution of all activities associated with the EHO Category day session, speakers and evening EHO social as well as the general USPHS Scientific & Training Symposium activities;
- 2) Coordinates with the M&O and CD Subcommittees to host an annual EHO mentoring session during the USPHS Scientific & Training Symposium;
- 3) Plans and designs networking events for the EHO category to include end-of-year socials in the DC metro area, as well as events throughout

the country as determined by EHOPAC Chair, CPO or due to a request from EHOs per the SOP;

- 4) Develops EHO events associated with other well-attended professional meetings (e.g., NEHA, APHA, etc.) as requested by category officers;
- 5) Implements and manages a Leadership Corner on the EHOPAC website to provide resources on leadership qualities;
- 6) Implement a calendar of events and trainings to be updated on a regular basis;
- 7) Identifies and disseminates information to EHOs regarding training to assist with: 1) credential qualifications, 2) leadership, and 3) core EHO competencies;
- 8) Plans and hosts webinars as appropriate and catalogues information on the EHOPAC website;
- 9) Identifies additional opportunities to augment training and experience for Environmental Health professionals to include credentialing, certifications, and advanced degree programs;

Section 2 - Ad hoc workgroups and task forces

The EHOPAC Chair may create ad hoc work groups/task forces to assist in accomplishing the mission of the EHOPAC. Each ad hoc workgroup or task force will be provided with a statement of purpose and general guidance on work assignments at the time of creation. Ad hoc workgroups and task forces shall have a working life of not more than one (1) year unless otherwise extended by the EHOPAC Chair. If extended, ad hoc workgroups cannot exist for more than two (2) years. The EC should decide at 2 years if the workgroup should be converted to a Subcommittee or dissolved.

ATTACHMENT B

Voting Member Alternate Form, 2017 example

APAN link: ehopac workspace → libraries → templates, forms, and logos



**U.S. PUBLIC HEALTH SERVICE
ENVIRONMENTAL HEALTH OFFICERS
PROFESSIONAL ADVISORY COMMITTEE**

Date:

From:

To: CDR Jill Shugart

Subject: Designation of Alternate

I am appointing the following individual to serve as my alternate for my 3-year term. I have chosen an alternate from the agency I represent or from the at-large eligibility if I was elected at-large. Alternates cannot be someone that has already completed a 6-year term on the EHOPAC.

Name:

Agency:

Address:

Email:

Phone:

with name
Signature of EHOPAC Voting Member

The purpose of an alternate is to attend and vote at EHOPAC meetings when the Voting Member cannot attend, and report back any pertinent information to the Voting Member. Alternates will also be used in the case of an unexpected resignation by that Voting Member. The alternate will fill that slot until the vacancy can be solicited for in the annual EHOPAC election.

with name
Signature of Alternate (and date)

with name
Signature of Alternate's Supervisor (and date)

-----Concurrence (to be completed by EHOPAC Leadership)-----

with name
Signature of Chief Environmental Health Officer (and date)

with name
Signature of EHOPAC Chair (and date)

ATTACHMENT C

EHOPAC Self-Nomination Form, 2017 Example

APAN link: ehopac workspace → Chair-Elect → all documents

ADVISORY COMMITTEE (EHOPAC) SELF-NOMINATION FORM

The EHOPAC routinely has openings for membership allocated to both agencies/programs, at-large, and open agency seat representation. Membership to the EHOPAC will be in accordance with the EHOPAC Charter Membership Guidelines, and Bylaws which include; representation from the field and headquarters locations, gender, Civil Service and Commissioned Corps.

If you are interested in serving on the EHOPAC for the upcoming calendar year, please complete this self-nomination form and submit it to the EHOPAC Chair-Elect by 15 September 2017. With this form please provide a current resume or curriculum vitae (CV) and a statement of interest (no more than one page) including qualifications, a summary of how you plan to help the EHOPAC if you are selected to serve. **Your supervisor's endorsement indicates support of your nomination to participate and attend EHOPAC meetings and activities.** Please note that submitting this form does not guarantee a seat on the EHOPAC and this application is only good for the current nomination window.

Please return completed: Form, Statement of Interest & CV to: CDR Chris van Tuuyver, Chair-Elect, EHOPAC by email: chris.vantuuyver@fda.hhs.gov.

PLEASE PRINT OR TYPE:

Name: _____

Agency: _____

Work Address: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____ Rank _____

Supervisor's Name: _____ Phone: _____

Supervisor's Endorsement (signature): _____

Date of Endorsement: _____

Have you previously applied for EHOPAC Voting Membership Yes No If yes, when? _____

Have you served as a volunteer with the EHOPAC Yes No if yes, specify the number of years _____?

Please list volunteer roles (if applicable)

If selected as a voting member of the EHOPAC, please indicate up to 3 subcommittees and/or positions you would be interested in serving on, or chairing from the list below. Please discuss your interest in the subcommittees selected below in your statement of interest:

- | | | |
|--|---|---|
| <input type="checkbox"/> Awards and Recognition | <input type="checkbox"/> History | <input type="checkbox"/> Readiness |
| <input type="checkbox"/> Orientation and Mentoring | <input type="checkbox"/> Career Development | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Marketing and Recruitment | <input type="checkbox"/> Training and Events | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Policies and Standards | <input type="checkbox"/> Secretary/Treasurer* | <input type="checkbox"/> EC Liaison* |

* = elected position for voting members only

Please check this box if you are interested in serving as a non-voting member for these subcommittees if not elected as a voting member.

Updated: 11 AUG 2017

ATTACHMENT D

EHOPAC Subcommittee SOP Template & Work Plan Template

APAN link: ehopac workspace → templates, forms, and logos

Environmental Health Officer Professional Advisory Committee Readiness Subcommittee Standard Operating Procedure Version Number: 1

Purpose

The Environmental Health Officer Professional Advisory Committee (EHOPAC) Readiness Subcommittee was formed to assist Environmental Health Officers (EHOs) officers with maintaining basic readiness, and to also provide deployment related resources to assist officers preparing for future deployments.

Scope

This SOP describes the process for the Readiness Subcommittee to manage its yearly activities, which includes but is not limited to the following: selection and management of Work Group volunteers, term limits, generating the annual Work Plan, Rolling Action Item List (RAIL) item completion reporting, and annual recognition of volunteers.

Roles & Responsibilities

The EHOPAC Readiness Subcommittee consists of a Subcommittee Chair, Work Group Leads, and Work Group volunteers.

- The Chair of the Readiness Subcommittee is selected by the EHOPAC Chair. The role of the Subcommittee Chair is to serve as leader of the Subcommittee, liaison to the other EHOPAC Subcommittees, and represent the Subcommittee at EHOPAC meetings. The EHOPAC Readiness Subcommittee Chair will strive to ensure that no more than thirty three percent of the Work Group volunteers are rotating off the Subcommittee due to term limit expiration on any given year.
- The Work Group Leads direct the activities of the Work Group Volunteers in meeting the Subcommittee's annual Work Plan goals.
- Members are responsible...

Membership

To ensure efficiency operation and continuity of work the subcommittee membership should include at least 10 Officers. Officers participate in the subcommittee through an assigned Work Group. The EHOPAC Readiness Subcommittee maintains three standing Work Groups, the Resources Work Group, Officer Readiness Work Group, and the Marketing and Communication Work Group. Each

ATTACHMENT D

Work Group is managed by a Work Group Lead. The Resources Work Group is allocated four volunteers; the other Work Groups are each allocated three volunteers. Volunteers are assigned to work groups by.... Work Group Leads can request additional volunteers be added as needed for a term length not to exceed one year. Approval for adding additional Work Group members is obtained from the EHOPAC Chair by the EHOPAC Readiness Subcommittee Chair.

New Member Recruitment

- The EHOPAC will solicit Work Group volunteers annually in January; the EHOPAC Readiness Subcommittee Chair will select volunteers from to fill vacancies within the Work Groups.
- Applicants who express interest in joining the EHOPAC Readiness Subcommittee outside of the annual solicitation for volunteers will be reviewed and considered for inclusion as a Work Group volunteer by the EHOPAC Readiness Subcommittee Chair
- The EHOPAC Readiness Subcommittee Chair will seek the concurrence of the EHOPAC Chair in the rare event that volunteers are accepted outside of the annual solicitation in January.

Membership Term Lengths

- To achieve a maximum attrition rate of thirty three percent, the EHOPAC Readiness Subcommittee Chair will appoint new Work Group volunteers at a rate of one new Work Group volunteer per year per Work Group to facilitate timely rotation of new members into the Work Group.
- Volunteers for the Work Groups may serve a maximum of three years as members of a Work Group. Work Group Leads are appointed by the Subcommittee Chair.
- Additionally the EHOPAC Readiness Subcommittee Chair can seek approval from the EHOPAC Chair to retain members longer than three years if a valid reason exists to extend that volunteer's tenure as a volunteer.

Subcommittee Roster

The EHOPAC Readiness Subcommittee Chair will submit an updated annual roster of the Readiness Subcommittee members to the EHOPAC Leadership. The due date for submission and the format of the roster will be prescribed by the EHOPAC leadership. A current membership roster shall be maintained in the subcommittee's annual work plan.

Operations and Procedures

The EHOPAC Readiness Subcommittee Chair will meet monthly with the Work Group Leads to review the progress meeting the annual work plan, obtain updates for RAIL items, and to review and discuss work completed by each workgroup. The Work Group Leads will hold a monthly

ATTACHMENT D

meeting with their Work Group volunteers to assign new work, review completed work and discuss work in progress.

The EHOPAC Readiness Subcommittee Chair is responsible for drafting and submitting an annual Work Plan. The Work Plan will incorporate annual updates to documents customarily maintained by the EHOPAC Readiness Subcommittee including but not limited to the following: EHOPAC Utilization Guide, Marketing Pamphlet, Go Kits, and the EHO Deployment Resource Guide.

The Subcommittee will also conduct activities to help EHO Officers maintain basic readiness and to maintain the EHOPAC Website, these activities will be reflected in the annual Work Plan. EHOPAC Leadership will also prescribe additional Work Plan Activities to be included in the annual Work Plan. Due dates for all activities prescribed in the annual Work Plan will be tracked by the EHOPAC Rolling Action Item List (RAIL). RAIL due dates are set by the EHOPAC leadership.

Annual Recognition of Work Group volunteers

- The EHOPAC Readiness Subcommittee Chair will generate a thank-you certificate to recognize the contribution of each Work Group volunteer (refer to Appendix 1 for an example of the certificate).
- Members who participate in XX% of scheduled meetings and actively contributed to XX projects will be recognized with a thank you letter.
- Certificates are issued during the first week of December and distributed by email to each volunteer. The letters are signed by the Subcommittee chair.

Document Retention

All final documents and work products generated by the Readiness Subcommittee shall be reviewed by the EHOPAC Readiness Subcommittee Chair to ensure compliance with 508. Final documents and work products will be stored in APAN by the Readiness Subcommittee Chair after each revision is completed to prevent loss of documents due to turn over in membership within the Subcommittee. The login page for the APAN website is located at the following Link: <https://community.apan.org/> , the EHOPAC section of APAN is accessed at the following location:

<https://wss.apan.org/s/EHOUSPHS>.

Appendix 1: Example Letter of Appreciation

ATTACHMENT D

Environmental Health Officer Professional Advisory Committee

Double click Here and enter year

Double click here and enter sub-committee name Work Plan

Sub-Committee Roster:

| Officer's Name (Role) | Term Period |
|-----------------------|-------------|
| | |

Goal 1. Goals are statements about general aims or purposes that are broad, long-ranged intended outcomes and concepts. When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the 5 'w' questions

Objective 1: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 2: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 3: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Obstacles: Identify obstacles that may inhibit obtaining the goal or resources required to achieve the stated objectives.

Goal 2. Goals are statements about general aims or purposes that are broad, long-ranged intended outcomes and concepts. When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the 5 'w' questions

Objective 1: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 2: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 3: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Environmental Health Officer Professional Advisory Committee

Double click Here and enter year

Double click here and enter sub-committee name Work Plan

Goal 3. Goals are statements about general aims or purposes that are broad, long-ranged intended outcomes and concepts. When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the 5 'w' questions

Objective 1: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 2: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Objective 3: Objectives are brief, clear statements that describe the desired outcomes. Each objective should be specific, measurable steps that can be taken to meet the goal.

Obstacles: Identify obstacles that may inhibit obtaining the goal or resources required to achieve the stated objectives.

ATTACHMENT D

Environmental Health Officer Professional Advisory Committee

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Double click here and enter sub-committee name Work Plan

| Goal and Objective Timeline | | | | |
|----------------------------------|-------------|------------|-------------|--------|
| Task | Assigned to | Start Date | Finish Date | Status |
| I. Goal 1. | | | | |
| A. Objective 1. | | | | |
| 1. Task to complete objective 1. | | | | |
| 2. Task to complete objective 1. | | | | |
| 3. Task to complete objective 1. | | | | |
| 4. Task to complete objective 1. | | | | |
| B. Objective 2. | | | | |
| 1. Task to complete objective 2. | | | | |
| 2. Task to complete objective 2. | | | | |
| 3. Task to complete objective 2. | | | | |
| 4. Task to complete objective 2. | | | | |
| C. Objective 3. | | | | |
| 1. Task to complete objective 3. | | | | |
| 2. Task to complete objective 3. | | | | |
| 3. Task to complete objective 3. | | | | |
| 4. Task to complete objective 3. | | | | |