

U.S. Public Health Service
Environmental Health Officer Professional Advisory Committee (EHOPAC)
Marketing and Recruitment Subcommittee

EHOPAC Recruit an Environmental Health Officer (RAE) Program 2015/2016 School Year

Authority

The Recruit an Environmental Health Officer program (RAE) is an outreach activity of the Environmental Health Officer Professional Advisory Committee (EHOPAC) and is administered by the EHOPAC Marketing and Recruitment (M&R) Subcommittee. The RAE Program works under the broad scope of the Department of Health and Human Services (HHS) and the U.S. Public Health Service (USPHS) to educate university faculty, staff, students and professionals about environmental health related career opportunities available within the Commissioned Corps. This program includes the Adopt-a-School program and opportunities for EHOs to attend and recruit at professionally sponsored environmental health and industrial hygiene events throughout the nation.

Purpose and Scope

The purpose of the RAE program is to support the recruitment of qualified candidates for appointment as Environmental Health Officers (EHOs) into the USPHS Commissioned Corps. The program voluntarily pairs EHOs with a college, university or professional event. Officers who volunteer (e.g., adopt a particular school) are expected to serve as a point-of-contact for that institution, routinely communicate with key faculty and staff, and provide periodic recruitment presentations and outreach support. The RAE consists of two programs, the Adopt-a-School Program and Event Recruitment Program. The Adopt-a-School program provides a mechanism for developing relationships between EHOs representing the EHOPAC, and colleges and universities with accredited academic programs offering undergraduate and graduate degrees that qualify individuals for appointment into the EHO category. This includes a number of programs at the bachelor's, master's, and doctoral levels in environmental health, industrial hygiene, occupational health and safety, health physics and related disciplines. The Event Recruitment Program provides a mechanism for developing relationships between EHOs representing the EHOPAC, and various Environmental Health Associations, Public Health Associations, and Occupational Safety and Industrial Hygiene related associations.

Appointment

Participation in the program is voluntary and appointments will be made through the RAE Workgroup. Preference will be given to active duty EHOs, but retired officers are also eligible. Selected officers must have completed the requirements for the Commissioned Corps Training Ribbon (CCTR) and be basic ready qualified (active duty only). Officers will be required to submit an enrollment form indicating what school(s) or event they are willing to sponsor. If multiple officers are interested in sponsoring the same school or event, one officer will be chosen to be the primary sponsor. Up to three secondary sponsors may also be chosen to support the program. Appointment limits are intended to enhance the effectiveness of the program. When making assignments to a particular school or event, priority will be given to (1st) graduates of the program, (2nd) officers in close geographic proximity and (3rd) on a first-come, first-serve basis.

The term of initial appointment for officers participating in the Adopt-a-School program shall be three (3) years and for the Event Recruitment program shall be one (1) event. It may be possible for officers to continue working with a particular institution or association beyond their initial term or event. However, the RAE Workgroup will structure appointments to ensure the opportunity for participation by all qualified EHOs. Any adopting officer may terminate his or her appointment at any time by notifying the Chairs of the RAE Workgroup. The M&R Chair may reassign participating officers or discontinue any officer's appointment.

Participant Responsibilities

Enrolled officers will act as a liaison between the EHOPAC M&R Subcommittee and the adopted school, program or recruitment event. Because the needs of each academic program and the support provided by sponsoring officer(s) will vary, a list of representative activities is provided below. The development of new and innovative activities is highly encouraged.

Adopt-a-School Program:

- Establish contact with the school/association if no relationship currently exists. Suggested ways to establish contact:
 - Send a letter or email with introductory information then follow-up with a phone call offering a recruitment visit.
 - If local or visiting the area, set up an appointment to meet program and career services staff in person.
- Forward information to established contacts about USPHS opportunities including the Commissioned Officer Student Training Extern Program (COSTEP), job openings, application news/changes, and other useful information.
- Establish or maintain an online presence for the EHO category on the school/program's career website. Post any relevant job openings, COSTEP opportunities, and general USPHS information to increase awareness.
- Visit the school at least once a year. Try to arrange to speak with an environmental or occupational health class or give a recruiting presentation. Participation in career fairs, guest speaking events, other in-person or online (e.g. virtual recruitment) presentations are also recommended.
- Participate in periodic conference calls with other school sponsors and the M&R Subcommittee program lead to discuss activities, ideas for improvement, and other relevant topics.
- Submit activity reports to the RAE Workgroup at least quarterly.

Event Recruitment Program:

- RAE will post updates regarding event conferences on the EHOPAC website, listserv and other mechanisms. RAE members will assist officers who volunteer for an event with coordinated activities and logistics as needed.
- Volunteer to advocate for a professional event by finding the best suitable EHO to speak or participate at an event or attend their meeting and participate as a subject matter expert.
- Volunteer to speak or display the recruitment booth and/or recruitment materials at a professional event related to the EH/IH or related field.
- Submit activity reports to the RAE Workgroup after completion of an event.

Reporting Requirements

Activities will be documented on either the Adopt-a-School activity or Event Recruitment report forms depending on the activity and submitted to the RAE Workgroup at least quarterly for the Adopt-a-School Program and within 2 weeks after the completion of an Officer's participation in a professional event. These reports will provide a method to compile information related to the RAE program and are available on the EHOPAC website.

RAE Workgroup Responsibilities

The program shall be managed by the EHOPAC M&R Subcommittee, RAE Workgroup; oversight will be provided by the M&R Subcommittee's Co-Chairs to ensure the goals and objectives of the program are accomplished. Specific responsibilities include:

- Approving sponsor appointments.
- Establishing and maintaining communication needed for or pertinent to the program participants.
- Maintaining a database of primary and secondary school sponsors, their terms, and their recruitment activities.
- Documenting all professional events officers have participated in and the recruitment activities conducted at each event.
- Monitoring the program to ensure that sponsors and participants are performing their responsibilities as described above.
- Providing a summary report detailing program activities to the M&R Subcommittee annually.

Recognition

EHOs participating in the Adopt-a-School program or who volunteer for a professional event will receive a letter of appreciation for inclusion in their official personnel folder (OPF) at the end of each calendar year from the EHOPAC M&R Subcommittee. In order to receive the letter, officers who volunteered for the Adopt-a-School program are required to maintain an active relationship with their assigned school and documentation of those activities must be submitted to the RAE Workgroup representative. For Officer's who volunteer to participate in a professional event, documentation of the event and the activities conducted must be submitted to the RAE Workgroup representative.

Adopt-a-School Program Contacts

CDR Craig Ungerecht (Craig_Ungerecht@nps.gov) (Co-Chair)

LCDR Donald Hoeschele (Donald.R.Hoeschele@uscg.mil)

Event Recruitment Contacts

CDR Jamison Honeycutt (Jamison.Honeycutt@ihs.gov) (Co-Chair)

LCDR Charity Webb (Charity.Webb@chickasaw.net)

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