



U.S. Public Health Service  
**Environmental Health Officer Professional  
Advisory Committee (EHOPAC)**



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**EHOPAC Recruit an Environmental Health Officer (RAE) Program  
2022/2023**

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**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 USPHS Commissioned Corps. This program includes the Adopt-a-School program and opportunities for EHOs to attend and recruit at professionally sponsored environmental health, public health, and industrial hygiene events throughout the nation, as per the Professional Advisory Committee Approved Model PAC Charter.

**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 commissioned 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 public health-related disciplines. Please reference the USPHS EHO webpage (<https://www.usphs.gov/professions/environmental-health/>) for required accreditation(s).

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.

**Sponsorships**

Participation in the program is voluntary and sponsors will be approved 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) they are willing to sponsor. If multiple officers are interested in sponsoring the same school, one officer will be chosen to be the primary sponsor and other officers will be alternates. 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 sponsorship for officers participating in the Adopt-a-School program shall be one year (may be extended) and 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 dependent on need/demand; however, the RAE Workgroup will structure sponsorship to ensure the opportunity for participation by all qualified EHOs. Any adopting officer may terminate his or her sponsorship at any time by notifying the leads of the RAE Workgroup. If an officer decides to terminate their sponsorship, they will not receive a letter of appreciation for that year. All adopting officers wishing to continue in their role must submit an annual renewal and confirm contact information. The M&R Co-Chair/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 or virtual presentation.
  - 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 (in person or virtually). 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 Subcommittee 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 at the recruitment booth and/or or display recruitment materials at a professional event related to environmental health, industrial hygiene EH/IH or related field.
- Ensure appropriate permission is obtained through the EHOPAC M&R Subcommittee and Commissioned Corps Headquarters prior to the event. Submit request through the agency liaison, who can direct you to the appropriate agency public affairs staff, who can then check with CCHQ and/or OASH Communications.
- Submit activity reports to the RAE Workgroup within two weeks after completion of an event.

**Reporting Requirements**

Activities will be documented on the either the Adopt-a-School Activities Submission or Recruitment Event Reporting forms depending on the activity. Forms will be submitted to the RAE Workgroup at least quarterly for the Adopt-a-School Program and within two weeks after the completion of an Officer’s participation in a professional event. These forms are available on the EHOPAC website and proper completion will help to facilitate tracking of EHOPACs recruitment related efforts.

<b>Due Date</b>	<b>Action Item</b>
<u>Ongoing</u>	<p>Any event (e.g., class presentation, career fair, recruitment presentation).</p> <p>Submit all applicable documentation of the event details using the <a href="#">Recruitment Event Reporting Form</a> to the RAE Workgroup Lead, LCDR Kate Pink (<a href="mailto:kathryn.pink@ihs.gov">kathryn.pink@ihs.gov</a>).</p> <p>At a minimum, include your contact information, estimated number of individuals present, details of what was completed at the event, location of the event, and pictures of the event, if applicable. If possible, include a participant tracking spreadsheet and photo release forms if other individuals are pictured.</p> <p>Approved presentations and marketing materials can be found at the Environmental Health Professional Advisory Committee <a href="#">Website</a> or internally on the Commissioned Corps Management Information System (<a href="#">CCMIS</a>) Officer Secure Area within the “Communication Tools and Resources.”</p>

<p><u>Quarterly</u></p>	<p>Any activities performed at/with a college or university that is not an event. This includes virtual or in-person site visits to the school or disseminating information to school contacts.</p> <p>Submit all applicable documentation of the activity details using the <a href="#">Sponsor Activities Submission Form</a> to Adopt-a-School workgroup lead, LT Timothy Arr (<a href="mailto:timothy.arr@ihs.gov">timothy.arr@ihs.gov</a>).</p> <p>At a minimum, include a summary of the activity including your contact information, number of individuals reached (if known), details of the activity, location, and pictures including photo release forms (if applicable).</p>
<p><u>By November 30th</u></p>	<p>Volunteers actively participating in the Recruit an EHO program will be recognized in the form of a Letter of Appreciation. Please ensure all reporting forms for events and/or activities are submitted by the due dates to ensure the Letter of Appreciation is received in a timely manner.</p>

**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 workbook of primary and alternate school sponsors, their terms, and their recruitment activities,
- Documenting and tracking all professional events attended and participated by officers and the recruitment activities conducted at each event,
- Monitoring the program to ensure sponsors and participants are meeting their responsibilities and reporting requirements as described above,
- Providing a summary report detailing program activities to the M&R Subcommittee annually, and
- Providing Letters of Appreciation for officers with documented involvement in the Adopt-a-School Program and/or the Event Recruitment Program