## EPAC Voting Member Selection Process

1. In April, the EPAC Application Announcement is posted on the EPAC website and included in an Engineer Announcement email. The EPAC Application Announcement provides information on the application process including required documents, signatures, due date, and email address where applications are to be submitted. Interested engineers and architects of the U.S. Public Health Service Commissioned Corps (CC), within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which Corps officers are assigned, are eligible to apply.
2. Applications are evaluated and scored by a review panel led by Rule’s Subcommittee Chair. Current EPAC voting members and past EPAC Chairs are eligible to volunteer to serve on the review panel. The EPAC Rules Subcommittee Chair will send an email request for volunteers in June and select the review panel to ensure diverse representation. A formal review of applicants will be performed including:
   1. Scoring applicants in accordance with established criteria;
      1. Analysis of voting member seat allocation, taking into consideration the number of engineers assigned to the various OPDIVs as well as applicant pool.
      2. Four seats are allocated on an “At Large” basis, taking into consideration diversity and succession planning. Diversity includes engineering specialty, geographic location, ethnicity, rank, gender, current voting member term expiration, impending subcommittee leadership openings, experience level, personnel systems, etc.
3. In September, the review panel’s recommended slate of new voting members is sent to the current EPAC voting members, along with each proposed new voting member’s Curriculum Vitae (CV) Cover Page. The current EPAC voting members will be asked to cast a yes or no vote for the complete slate of new voting members by email.
4. Prior to official announcement of the new voting members, the EPAC Rules Subcommittee Chair will send all applicants an email informing them of their status, after the EPAC vote. However, selection as an EPAC voting member is not final until approved by the Office of the Surgeon General (OSG).
5. In early November, the Chief Engineer sends the final list of nominees to the OSG for approval.
6. Surgeon General approval is sought prior to December 15th.

## EPAC Application Announcement

**Engineer Professional Advisory Committee (EPAC)**

**2023 Application Announcement**

**Submission Deadline Date: 30 June 2023**

The Engineer Professional Advisory Committee (EPAC) is seeking motivated engineers of the U.S. Public Health Service (USPHS) Commissioned Corps (CC) to serve as members of the EPAC. The EPAC provides consultation and recommendations to the Engineer Chief Professional Officer (CPO) and, through the Engineer CPO, to the Surgeon General on matters relating to professional activities and personnel issues affecting engineers. Members represent a diverse cross-section of USPHS engineers within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which officers are assigned. Additional information about the EPAC can be found at the following: [https://dcp.psc.gov/osg/engineer/.](https://dcp.psc.gov/osg/engineer/)

EPAC membership and active participation on an EPAC sub-committee provides the opportunity to do the following:

1. Learn more about the Engineer Category of the USPHS and other national level policies and events affecting engineers;
2. Get involved in directing the future of the Engineer Category of the USPHS; and
3. Develop leadership skills.

This year applications are sought to fill seven (7), three-year, term appointments starting on January 1, 2024 and ending on December 31, 2026. Motivated engineers of the USPHS within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which officers are assigned are welcome to apply. Applications will be reviewed by a panel of current EPAC voting members and former EPAC Chairs. Members are selected to provide a diverse representation of agencies, experience levels, genders, personnel systems, ethnicities, and geographic locations.

The EPAC typically meets by teleconference. Travel is not required for membership. If selected, EPAC members will be held to the following requirements to remain an active member in good standing:

* During the first year of an EPAC member’s initial three-year term, they must serve as a member of at least two Subcommittees, if not serving as a Subcommittee Chair or Vice-Chair;
* During the second and third year of an EPAC member’s first three-year term, they must serve as a Subcommittee Chair or Vice-Chair of an EPAC Subcommittee;
* During all three years of an EPAC member’s second and third three-year term, they must serve as a Subcommittee Chair or Vice-Chair of an EPAC Subcommittee;
* Maintain Basic Readiness qualification continuously for the duration of the EPAC term;
* Miss no more than two EPAC meetings per calendar year unexcused and without an alternate present.

Failure to meet these requirements could result in removal from EPAC voting member status.

Interested CC engineers are highly encouraged to apply! Please email your application, including your response to the two questions on the next page (not to exceed one page, single spaced, 12 point font) and your CV Cover Page (should not exceed two pages) to the EPAC Rules Subcommittee Chair, CDR Matt Mergenthaler [matthew.mergenthaler@ihs.gov](mailto:matthew.mergenthaler@ihs.gov), by **30 June 2023.**

**ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) 2022 APPLICATION**

**Applicant Name:**

**Rank:**

**PHS#:**

**Agency:**

**Duty Station Address:**

**Duty Station Phone:**

**Work Email:**

**(OPTIONAL) – Gender: Ethnicity:**

I acknowledge this application is to serve as a voting member of the EPAC for a three-year term beginning on January 1, 2023 and ending on December 31, 2025. I understand EPAC meetings and activities may take place during or after normal business hours.

**Applicant’s Signature and Date:**

**Supervisor’s Name and Title:**

**Supervisor’s Signature and Date:**

Please list below the EPAC Subcommittees you are most interested to serve in a leadership role:

**First Choice Subcommittee:**

**Second Choice Subcommittee:**

Please provide the contact information of a PHS officer with whom you have worked on the EPAC or another PHS group as a reference to support your work and service. If you do not have experience with the EPAC or another PHS group, please provide a reference who can discuss a collateral duty you have performed for your OPDIV.

**Name, Email, and Phone Number of Reference:**

**PHS/Other Organization Name associated with Reference:**

**Question #1:** Briefly describe an organization or entity to which you have contributed (e.g., EPAC, another PHS group, or a collateral duty at your OPDIV). What contributions did you make to the organization (including dates of participation) and how do you believe that experience has prepared you to serve as a voting member on the EPAC?

**Question #2:** If given the opportunity, what would you like to accomplish within the one or two EPAC subcommittees you selected above and how do you envision achieving these goals?