

ENGINEER PROFESSIONAL ADVISORY COMMITTEE BYLAWS

Approved 16 December 2015 by the vote of EPAC

ARTICLE I

I. MEMBERSHIP

Section 1. Basic Eligibility Requirement

See Charter Section V.1 for eligibility requirements for initial appointment as a Public Health Service (PHS) Engineer to the Engineer Professional Advisory Committee (EPAC). Throughout this document the term "Engineer" also connotes "Architect."

Section 2. Size of the EPAC

The EPAC will have a maximum of 20 and a minimum of 7 voting members.

Section 3. Organizational Representation

The Charter Section V.4 defines the rationale for distributing voting members by Agency. In the Civil Service (CS) system, only the Engineers in the 800 personnel series identified in Attachment A will be counted. In the Commissioned Corps (CC) system, all Commissioned Officers in the Engineering category will be counted. The Rules Subcommittee will use this information to prepare and submit to the EPAC for approval, an Agency Distribution Table showing the recommended EPAC composition by Agency. The Rules Subcommittee will consider the Charter Section V.4 through 7 in determining the distribution of the voting members of the EPAC. In addition:

- a) Three of the voting members will be selected "At-Large", without consideration of Agency affiliation.
- b) After one voting member is allocated to each agency with 10 or more total engineers, the remaining voting members will be apportioned by the Rules Subcommittee. Adjustments to the number of members apportioned to a specific agency will be made only as member terms are completed.

Section 4. Professional Seniority

In addition to the provisions of the Charter Section V.8, at least one voting member of the EPAC will be a commissioned officer at the O-3 grade or below; or a CS, at the GS-11 level or below.

Section 5. Ex-officio Members and Liaisons

- a) The following will be ex-officio members of the EPAC:
 - i. Chief Engineer Officer
 - ii. Assistant(s) to the Chief Engineer Officer, if applicable
 - iii. Executive Secretary of the EPAC
 - iv. Immediate previous EPAC Chair; except when the individual is a voting member of the EPAC

- b) The following USPHS Engineer Category representatives will be liaisons to the EPAC:
 - i. Commissioned Officers Association (COA) Representative
 - ii. Junior Officer Advisory Group (JOAG) Representative
 - iii. Society of American Engineers (SAME) Representative
 - iv. Commissioned Corps Women's Issues Advisory Board (CCWIAB) Representative
 - v. Division of Commissioned Corps Personnel and Readiness (DCCPR) Representative
- c) Additional ex-officio members or liaisons may be recommended to the EPAC by the EPAC Chair as needed. The affiliation of the liaisons and continuation of ex-officio members other than those named in a) and b) above, will be approved by the EPAC membership annually.

Section 6. Term of Appointment

The EPAC will maintain a published list of the current EPAC membership and their respective term of appointment. Should a member transfer to another Agency during his/her term in office, the member must obtain the written approval of the new Agency's Representative to the Office of the Surgeon General (OSG) for continued participation on the EPAC.

Section 7. Alternates

- a) Each EPAC member is responsible for identifying an Alternate during his/her term in office Attachment B is a sample memorandum for obtaining all required supervisory and Chief Engineer's approval and signatures.
- b) Service as an alternate to a voting member will not be included in the accumulated years of service on the EPAC, but a member who has completed six years of service may not become an Alternate during the following three years.

Section 8. Nomination Process

The Charter Section VI generally describes the nomination process. More specifically for the EPAC:

- a) Nominations will be solicited in April and May, and accepted through June 30th. Self-nominations are accepted.
- b) Attachment C is a sample self-nomination announcement and form. Nominations, self or otherwise, will include a copy of the nominee's current Curriculum Vitae summary or Resume to aid in the selection process.
- c) The name(s) of all nominees will be transmitted by the Chief Engineer to the nominees' respective Agency Representative to the OSG by July 30th. The Agency Representative may endorse or fail to endorse the nominee(s) or provide Alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s). Agency Representative response will be requested by August 31st.
- d) The Rules Subcommittee will review the Agency Representative responses to ensure the nominations meet representation criteria. To prevent an appearance of conflict of interest, Subcommittee members up for membership will be excluded from participating in this review. Subcommittee members up for membership renewal may be excluded from participating in this review at the discretion of the Subcommittee Chair. Additional EPAC assistance may be sought if necessary by the Subcommittee Chair. The

Subcommittee will present its findings and recommendations regarding approval of the nominees to the EPAC membership at the September EPAC meeting.

- e) A final list of nominees considered by the EPAC to be highly qualified, who are endorsed by their Agency Representatives, and meet representational criteria in the EPAC Charter, will be sent by the Chief Engineer to the Surgeon General for selection no later than November 1st. Surgeon General approval will be sought prior to December 15th.
- f) Alternates will fulfill the voting requirements of their EPAC Member if they are unable to continue their membership for the current year of the term. Unexpected vacancies will be filled through the annual nomination process. The EPAC Chair may recommend, in consultation with the Rules Subcommittee, that an EPAC Membership remain unfilled for up to two years in order to maintain the appropriate rotational balance (Charter Section VII.1). The EPAC will approve the final decision to leave any positions unfilled for any remaining term.

Section 9. Participation

- a) Each EPAC member will participate in scheduled EPAC meetings as outlined in the Charter Section VII.1.
- b) During the first year of an EPAC member's first 3 year term, they must serve as a member of at least two Subcommittees, if not serving as a Subcommittee Chair or Vice-Chair..
- c) During the second and third year of an EPAC member's first 3 year term, they must serve as a Subcommittee Chair or Vice-Chair.
- d) If an EPAC member is reappointed for a second 3 year term, the member must serve as a Subcommittee Chair or Vice-Chair during each year of their second 3 year term.

II. MEETINGS

Section 1. Meetings will be held 8 to 12 times per year when practical and will be scheduled by the Chair.

Section 2. Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the Chair.

Section 3. A meeting agenda, with appropriate background material, will be distributed to the EPAC members before each meeting.

Section 4. Records and Reporting

- a) In accordance with the Charter Section X.2.a, minutes of each EPAC meeting will be developed. The EPAC Chair will review the minutes prior to distribution.
- b) Once reviewed by the EPAC Chair, minutes will be labeled "draft" and distributed to EPAC members for review and further distribution to PHS Engineers within 2 weeks of the meeting.
- c) Draft minutes will be presented to the EPAC for approval at the next EPAC meeting.

- d) Approved minutes and reports of the EPAC will be forwarded to the PHS Chief Engineer for review and signature prior to final distribution. Minutes and reports will be made available to the Surgeon General, all Chief Professional Officers (CPOs), and all other PAC Chairs.
- e) Approved minutes will be posted on the EPAC website.
- f) Quarterly EPAC status report will be made available by the EPAC Chair upon request of the PHS Chief Engineer for distribution to all PHS CC and CS engineers.

III. ELECTIONS OF OFFICERS

Section 1. Chair-Elect

The nominees for Chair-Elect will be presented to the EPAC one month prior to election. Nominees should submit their CV and a Statement of Interest to the EPAC Chair. The EPAC Chair will send the CV and Statement of Interest to the EPAC voting members for review prior to Election Day. On Election Day, the nominees will be allowed to give a speech in support of their candidacy before the EPAC. The presentations will be limited to a maximum of ten minutes. The election will be held no later than October of the election year.

ARTICLE II

DUTIES OF OFFICERS

Section. 1. Chair

The Chair is responsible for leading the EPAC in fulfilling its mission. The Chair's duties and responsibilities are to: preside at meetings of the EPAC; work with the Executive Secretary to coordinate meeting agenda and agenda topics; serve as an ex-officio member of all Subcommittees; monitor all Subcommittee functions and appoint Subcommittee Chairs, Vice Chairs, Subcommittee Members and Liaisons; attend Chief Professional Officer/Professional Advisory Committee (CPO/PAC) meetings; meet regularly and on an impromptu basis with OSG staff in such matters as Engineer billets, long term training, appointment standards for Engineers, etc.; guide efforts to influence policy development affecting engineers including utilization, training, recruitment, orientation, compensation, professionalism, and award recognition; provide advice and consultation to the Chief Engineer on matters related to professional activities and personnel issues affecting Engineers; work closely with the Office of the Chief Engineer in planning, arranging and presenting the Engineer Career Development Seminar; establish and maintain close relationships with representatives from other PACs and consults with those organizations as necessary to ensure the attainment of PHS objectives; serve as the contact point to the PHS awards coordinator for categorical awards (Conference of Federal Environmental Engineers, National Society of Professional Engineers (NSPE), etc.); serves as the contact point for the Engineer category for PHS Recruitment; regularly discusses CC Engineer applicant issues and recruitment issues with designated Engineer recruits; represent the EPAC at the Engineering functions at the annual USPHS Training and Scientific Symposium; and orient new EPAC members. When representing the EPAC, the Chair will act in the best interest of the EPAC.

Section 2. Chair-Elect

The primary duty of the Chair-Elect is to acquaint themselves with the ongoing business of the EPAC and the duties of the Chair to ensure a smooth transition when the Chair-Elect assumes the office of EPAC Chair. The Chair-Elect will assist the Chair in the execution of EPAC business as described in Section 1 of this Article. These duties include: representing the Chair at the EPAC or EPAC related meetings in their absence; actively participating with the Chair in fulfilling the EPAC mission; custody of the EPAC's Charter and Bylaws and all other records and documents of the EPAC; maintaining the EPAC membership list comprised of mailing addresses, telephone numbers, facsimile numbers and E-Mail addresses; maintaining formal copies of the EPAC meeting minutes; and coordinating speakers and agenda for the EPAC meetings. The Chair-Elect also serves as the Chair of the EPAC Rules Subcommittee and is responsible for amending and updating the EPAC Charter and Bylaws; and managing Rules Subcommittee meetings and minutes. The Chair-Elect will also facilitate and oversee the EPAC New Member Nomination Process. The Chair-Elect will assume the duties of the EPAC Chair, if the Chair is unable to complete their term. This interim period will not alter the new Chair's term.

Section 3. Executive Secretary

The Executive Secretary is responsible for the EPAC records and correspondence. The Executive Secretary: keeps an accurate record of the meetings and activities of the EPAC; is responsible for recording the EPAC member attendance at scheduled meetings; and is available to meet with the EPAC Chair and Chair-Elect regarding Engineer related matters. The Executive Secretary also assists the EPAC Chair with: orienting new EPAC members and officers in their duties and responsibilities; preparing special EPAC resolutions, and intramural and extramural correspondence; and other administrative duties.

Section 4. Immediate Past Chair

The Immediate Past Chair provides advice and counsel as requested by the Chair and is an ex-officio member of the EPAC until such time that there is a new immediate past Chair.

ARTICLE III

SUBCOMMITTEES

Section 1. Standing Subcommittees

- a) The EPAC will have the following standing Subcommittees:
 - i. Awards
 - ii. Career Development
 - iii. Readiness
 - iv. Events
 - v. Information
 - vi. Mentoring
 - vii. Public Health Engineering Practices
 - viii. Recruitment and Retention
 - ix. Rules
- b) All Subcommittee Chairs should be voting members and will be appointed by the EPAC

Chair annually (except the Rules Subcommittee Chair). In the rare situation when there is not a voting member able to serve as the Subcommittee Chair, the EPAC Chair may appoint a non-voting member. The Subcommittee Vice-Chairs will be nominated by the Subcommittee Chairs to the EPAC Chair for approval annually or as needed.

- c) The EPAC Chair, with the assistance of the Subcommittee Chairs, will present to the EPAC for review and approval, a prioritized listing of Subcommittee responsibilities, work assignments, and project initiatives at the beginning of each year. Each Subcommittee Chair will provide periodic updates on the process throughout the year and submit the Subcommittee accomplishments near the end of the year to the EPAC Chair.

Section 2. Ad-hoc Subcommittees

The EPAC Chair may create Ad-hoc Subcommittees to assist in accomplishing the mission of the EPAC. Each additional Subcommittee will be provided with a statement of purpose and prioritized listing of responsibilities/work assignments at the time of creation. Additionally, these Subcommittees will have a working life of no more than one year, unless otherwise extended by the EPAC.

Section 3. Awards Subcommittee

The Awards Subcommittee will evaluate Engineer nominees for awards (such as the NSPE Federal Engineer of the Year, the PHS Engineer Literary Awards, and any other similar awards where one PHS nominee must be selected from amongst many). The Subcommittee will advise the EPAC on ways to pro-actively encourage supervisors to submit both CC and CS PHS engineers for awards; and will provide for distribution, notices and reminders of award schedules. Responsibilities of this subcommittee include but are not limited to the following:

- a) Evaluate award nominations submitted to the EPAC
- b) Prepare guide/schedule of annual award nominations
- c) Draft memoranda recognizing outgoing EPAC Members such as the Special Assignment Award (SAA), EPAC Chair, and CPO upon the expiration of appointments
- d) Develop draft or example award write-ups for Engineers' supervisors to assist them in submitting award nominations

Section 4. Career Development Subcommittee

The Career Development Subcommittee will advise the EPAC on issues affecting CS and CC Engineer career progression, assignments, evaluations, promotions, and job satisfaction. Responsibilities of this Subcommittee include but are not limited to the following:

- a) Position Classification (Billets)
- b) Promotions
- c) Performance Evaluation
- d) Pay and Allowances
- e) Training (Long and Short Term)

Section 5. Readiness Subcommittee

The Readiness Subcommittee will advise the EPAC on matters affecting the readiness and support of PHS Engineers to meet the needs of public health. Responsibilities of the Subcommittee include but are not limited to the following:

- a) Monitor and facilitate Engineer officer compliance with Basic Readiness Standards
- b) Assist and promote the effective use of Engineers in addressing public health needs
- c) Inform PHS Engineers about and assist with emergency response training opportunities and deployment processes
- d) Promote coordination among related disciplines and Agencies to ensure a multidisciplinary approach to public health emergency response

Section 6. Events Subcommittee

The Events Subcommittee will advise the EPAC and conduct planning and implementation of Engineer related events at the request of the EPAC Chair, including the Category Day Agenda at the annual USPHS Training and Scientific Symposium sponsored by the Commissioned Officers Foundation (COF), Engineer Week Breakfast and Annual Awards Ceremony, and other special events (e.g., NSPE Luncheon). Responsibilities of this Subcommittee include but are not limited to the following:

- a) Develop event agendas, including identifying appropriate speakers
- b) Coordinate event activities and programs with the appropriate event planning committees
- c) Manage activities during the events e.g., Awards Ceremony, Symposium, etc.
- d) Complete all after-action items to ensure all presenters and participants are properly recognized, as appropriate

Section 7. Information Subcommittee

The Information Subcommittee will advise the EPAC on ways to inform PHS Engineers of the activities, accomplishments, and opportunities available in engineering throughout the PHS by disseminating information and effectively utilizing technology. The Subcommittee will ensure the webpage is updated as needed with relevant information provided through the EPAC. Responsibilities of this Subcommittee include but are not limited to the following:

- a) Respond to questions, inquiries, and feedback received via the website
- b) Maintain Engineer Listserv
- c) Develop and disseminate Engineer Newsletter
- d) Maintaining and updating the Engineer Webpage
- e) Represent the EPAC on the ITPAC

Section 8. Mentoring Subcommittee

The Mentoring Subcommittee will administer the EPAC Mentoring Program for PHS Engineers and Architects. Responsibilities of the Subcommittee include, but are not limited to the following:

- a) Recruitment of mentors and protégés for participation in the program
- b) Pairing of mentor/protégé teams
- c) Coordinating evaluations from program participants
- d) Revision of the program based upon participants' evaluations
- e) Updating the Mentoring Program handbook and web site
- f) Serving as an educational and advisory resource to program participants
- g) Advising the EPAC on matters related to the Mentoring Program

Section 9. Public Health Engineering Practice Subcommittee

The Public Health Engineering Practice Subcommittee will advise the EPAC on issues related to the public health Engineering practice. The Subcommittee will promote a forum to discuss common concerns and provide a professional practice network, both between PHS OPDIVs and with outside agencies and organizations. Responsibilities of the Subcommittee include, but are not limited to the following:

- a) Provide leadership for PHS Engineers to identify and disseminate best public health Engineering practice
- b) Present public health Engineering practice issues, with analysis, information and possible solutions to the EPAC

Section 10. Recruitment and Retention Subcommittee

The Recruitment and Retention Subcommittee will advise and support EPAC goals to advance the recruitment and retention of Engineers and Architects. Responsibilities of this Subcommittee include but are not limited to the following:

- a) Identify career paths and opportunities
 - i. Increase information sharing concerning recruiting, retention and development
 - ii. Increase PHS support for continuing education and registration
 - iii. Ensure challenging positions exist for Engineers at all levels
- b) Identify human resource needs for Engineers
- c) Identify opportunities and work to:
 - i. Increase information sharing concerning recruiting, retention and development
 - ii. Increase PHS support for continuing education and registration
 - iii. Ensure challenging positions exist for Engineers at all levels
 - iv. Increase the number of Engineer applications
 - v. Increase the retention of junior Engineers

- vi. Increase the recruitment of prior military service Engineers
- vii. Increase the use of and retention of COSTEPS
- viii. Increase the number of Engineer positions
- ix. Increase the recruitment of CS Engineers

Section 11. Rules Subcommittee

The Rules Subcommittee will be responsible for discussing issues relevant to the operating procedures for the EPAC; to handle and recommend to the EPAC actions necessary for smooth administrative operation; and to evaluate and make recommendations on those issues that may arise which do not fit the responsibilities of other standing Subcommittees. Recurring responsibilities include but are not limited to:

- a) Tri-annual reevaluation of the EPAC Charter and Bylaws
- b) Issues relevant to the Surgeon General's EPAC Maintenance Agreement
- c) EPAC Membership, review of potential EPAC Members and evaluate distribution of EPAC members
- d) Commissioning Standards
- e) Election procedures, and general operations
- f) Serves as Nominating Committee whenever needed
- g) Promote EPAC attendance and participation; recommend attendance-related membership changes to EPAC Chair

ARTICLE IV

RULES OF ORDER

Section 1. The general procedure of meetings of the EPAC will follow the "Roberts Rules of Order Newly Revised" on parliamentary procedure, insofar as they do not conflict with any provisions of the EPAC's Charter and Bylaws.

Section 2. Voting

- a) A quorum of EPAC Membership, in accordance with Section X.4 of the EPAC Charter must be present for voting on any actions.
- b) When voting is required or appropriate (e.g., election of the Chair), action will be determined by the simple majority of those voting members present.
- c) All motions must provide a reasonable period of consideration by EPAC voting members prior to voting, depending on the significance of the motion, as determined by the EPAC Chair.

ARTICLE V

AMENDMENTS

Section 1. These Bylaws may be amended verbally at any regular meeting of the EPAC, at the discretion of the EPAC Chair, with unanimous consent of the members present. Otherwise, such amendment must be proposed in writing by a member at the meeting immediately preceding that at which the amendment is to be voted. The amended Bylaws maintained by the Rules Subcommittee Chair will be distributed to all EPAC members when amended, and distributed annually to all PHS engineers on the mailing list.

ATTACHMENTS

A – Professional Occupational Series for Engineers and Architects Eligible for EPAC Membership

B – SAMPLE - Designation of Alternate Memorandum

C – SAMPLE - EPAC Self-Nomination Announcement and Form

ATTACHMENT A

Professional Occupational Series for Engineers and Architects Eligible for EPAC Membership

Civil Service Occupation Series	Series Number
General Engineer	801
Safety Engineer	803
Fire Prevention Engineer	804
Materials Engineer	806
Landscape Architect	807
Architect	808
Civil Engineer	810
Environmental Engineer	819
Mechanical Engineer	830
Nuclear Engineer	840
Electrical Engineer	850
Computer Engineer	854
Electronics Engineer	855
Biomedical Engineer	858
Aerospace Engineer	861
Naval Engineer	871
Mining Engineer	880
Petroleum Engineer	881
Agricultural Engineer	890
Ceramic Engineer	892
Chemical Engineer	893
Welding Engineer	894
Industrial Engineer	896

ATTACHMENT B

**Designation of Alternate Memorandum
(Prepare on HHS Letterhead)**

Date:

From:

Subject: Designation of Alternate

To: Chair, Engineer Professional Advisory Committee (EPAC)

I am appointing the following individual to serve as my Alternate to the EPAC.

Name:

Agency:

Address:

Phone:

Facsimile:

E-mail Address:

EPAC Member

CONCURRENCE:

Alternate

Alternate's Supervisor

Alternate's 2nd Line Supervisor

ATTACHMENT C

Engineer Professional Advisory Committee (EPAC) Self-Nomination Announcement Deadline Date: 30 June 20xx

The Engineer Professional Advisory Committee (EPAC) is seeking motivated Engineers and Architects of the Commissioned Corps of the U.S. Public Health Service (Corps) and Civil Service within the Department of Health and Human Services (HHS) to serve as members of the EPAC. EPAC provides consultation and recommendations to the Chief Engineer and, through that individual, to the Surgeon General on matters relating to professional activities and personnel issues affecting Engineers and Architects. Members represent a diverse cross-section of Corps and Civil Service Engineers and Architects within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which Corps officers are assigned.

EPAC membership and active participation on an EPAC Subcommittee provides the opportunity to:

- Learn more about the Corps and other national level policies and events affecting engineers;
- Get involved in directing the future of Corps and HHS Engineers; and
- Develop leadership skills.

If selected, EPAC members will be held to the following requirements in order to remain an active member in good standing:

- During the first year of an EPAC member's first 3 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 3 year term, they must serve as a Subcommittee Chair or Vice-Chair of one EPAC Subcommittee
- During all three years of an EPAC member's second term, they must serve as a Subcommittee Chair or Vice-Chair of one EPAC Subcommittee
- Maintain Basic Readiness status
- Miss no more than two (2) EPAC meetings a year

Failure to meet these requirements may result in removal from EPAC.

This year self-nominations are sought to fill 3-year term appointments beginning on January 1, 20XX. The Chief Engineer will recommend the selected candidates to the Surgeon General for appointment, with the concurrence of line supervisors and HHS Operating Division, Staff Division, and non-HHS organization representatives. The EPAC meets 8-12 times a year by teleconference. Travel is not required for membership. Regular attendance at the EPAC and Subcommittee meetings is expected throughout the term of membership. EPAC members are expected to actively participate and serve in leadership roles in order to remain in good standing as outlined above.

Interested Corps or Civil Service Engineers and Architects are encouraged to self-nominate. The nomination package must include a current Curriculum Vitae (CV) Summary or resume (limit 2 pages) and the attached self-nomination form. Nominees are highly encouraged to answer the two questions included at the bottom of the self-nomination form. Submit the nomination packet by e-mail to the Rules Subcommittee Chair identified below **no later than 30 June 20xx**.

EPAC Rules Subcommittee Chair
(Rank and Name)
E-mail:
Phone:

ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) SELF-NOMINATION FORM

I submit my nomination to serve a 3-year term on the EPAC beginning on 1 January 20xx.
I understand that members are selected to provide a diverse representation of geographic locations, agencies, minorities, experience levels, and both personnel systems and genders.
Please return the completed nomination form and a current CV Summary or resume (2 page limit) electronically to the EPAC Rules Subcommittee Chair no later than 30 June 20XX.

NAME:
RANK/GS:
AGENCY:
ADDRESS:
CITY: STATE & ZIP CODE
PHONE: E-MAIL:
RACE/ETHNICITY: GENDER:

I am most interested in being involved with the following Subcommittees.

First Choice: _____
Second Choice: _____
Third Choice: _____

Please answer the following two questions (150 word limit each):

1. What do you see as a key area of improvement the Engineer Category should consider?

2. How do you see your membership on EPAC advancing this improvement?

Applicant's Signature: _____

Applicant's Supervisor's Signature: _____

Applicant's Supervisor Name/Title: _____