



EPAC Career Development Subcommittee 2022 Project Charter



Project Title

Engineer Officer Career Progression Milestones

Project Team

LT Andrew Colvin (Project Lead)

Project Purpose

The purpose of this project is to enable Engineer officers to visualize and manage a career of service in accordance with applicable U.S. Public Health Service guidance.

Project Stakeholders

EPAC CDS – provide input (members) and intermediate approval (chair/vice-chair).

Engineer CPO – provides guidance for final approval.

EPAC – provide vote for final approval to document

EPAC Mentorship and Recruitment and Retention Sub-Committees – deliverable will help standardize mentorship activities and provide career guidance that supports recruiting and retention activities.

PHS Engineer Officers – use deliverable to help manage their careers at every grade to contribute to HHS priority missions and maximize their competitiveness for promotion.

Engineer Category – better aligned with PHS missions and career management guidance.

EHOPAC and PharmPAC Career Progression Milestone Authors – provide lessons learned and opportunities for the Engineers document to cover different needs

Project Schedule/Milestones

01OCT22 – receive approved project charter

31OCT22 – informational interviews 50% complete

10NOV22 –interviews 100% complete, full draft to CDS Chair/Vice-Chair

12DEC22 – present Career Progression Milestones to EPAC CDS during routine meeting

31MAR23 – Career Progression Milestones approved by EPAC

10MAY23 – present Career Progression Milestones at PHS Symposium Engineer Category Day

Project Deliverables

A one-page (front and back to include for references), visual representation of a service-driven career for Public Health Service Engineer officers reflecting the most recent Commissioned Corps policies, modernization initiatives, career paths, and promotion benchmarks.

Team Communication

Project lead will coordinate informational interviews with the following CDS Project Teams to improve the deliverable: CV Update, Credentials, Career Path, Council of Captains. In addition, awareness to EPAC Mentoring and EPAC Recruitment and Retention Subcommittees will be provided during the final draft stage.



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Assumptions/Constraints

- Assumption (In Scope): This project will use only approved PHS policies or well-established engineering career management principles (ASCE Engineering Grades) from professional associations to provide guidance.
- Constraint (Out-of-Scope): This project is not a comprehensive guide to promotion.

Approval

10/17/2022

X Andrew B. Colvin

Signed by: COLVIN.ANDREW.BROCK.1385419879

Project Lead, LT Andrew Colvin

X

CDS Leadership