



EPAC Career Development Subcommittee Project Charter



Project Title

EPAC Representation at OBC Open House

Project Team

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Project Purpose

The purpose of this project is to guide and assist incoming Engineer officers with the intricacies of being a USPHS Engineer officer in addition to performing their day job.

The main purpose of this project/initiative is for knowledgeable USPHS Engineers to speak to incoming engineer officers who are attending the Officer Basic Course (OBC). The opportunity to speak to the incoming engineers will most likely occur at the OBC Open House. In addition to speaking to incoming engineer officers at OBC, this project will create a “Career Initiation and Advancement Plan” handout for the incoming engineer officers attending the OBC. This handout will include the name of the Engineer CPO, role of CPO, role of EPAC and EPAC leadership, names and role of Agency Liaisons, list of additional Advisory Groups, brief overview of benchmarks, and recommendations for Engineer officers to complete within the first six months of their career. This handout will be maintained by the project team as Engineer CPO, EPAC leadership, and Agency Liaison information changes.

The EPAC representative will attend the OBC Open House, walk the incoming Engineer officers through the handout, and provide answers to any questions that the incoming Engineer officers may have. If the EPAC representative does not know the answer to the question, they will document the question so it can be provided to EPAC leadership for a correct answer and ensure follow-up to the engineer asking the question via email with the point of contact and/or subject matter expert CC'd. In addition to providing the handout and answering questions, the EPAC representative will provide the incoming Engineer officers' names and contact information to the Mentoring Subcommittee for mentor assignment.

Project Stakeholders

Incoming USPHS Engineer Officers – incoming officers are the key stakeholder as the project is to provide them guidance and the “Career Initiation and Advancement Plan” handout to help them have a smooth transition into their PHS career

EPAC – leadership will be documented on handout

CPO – will be documented on handout

Agency Liaisons – will be documented on handout

Mentoring Initiative – will receive names of incoming officers to pair with mentor



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Project Schedule/Milestones

01JAN2023 – update handout with new EPAC Leadership

Approximately monthly – attend OBC Open House per schedule at

https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx

Quarterly – update handout with potential changes of EPAC leadership or Agency Liaisons

31DEC2023 – finalize Work Instruction

Project Deliverables

1. Updated EPAC Career Development Subcommittee Career Initiation and Advancement Plan Handout based on changes to EPAC leadership representatives and/or Agency Liaisons (names/ranks/contact info)
2. Representation of EPAC at OBCs when engineer officers are in the class
3. Work Instruction of activities as EPAC representative at OBC Open House

Team Communication

Team will communicate at least monthly to determine who will represent EPAC at Open House and biannually to discuss best practices.

Assumptions/Constraints

- Assumption: Updates to EPAC leadership will be available in a timely manner to update handout prior to Open House
- Assumption: Incoming officer will benefit from mentor and information in the handout when joining USPHS
- Assumption: Representative will be adequately trained prior to attending OBC Open House (by shadowing at least two Open Houses)
- Assumption: Class list of OBC trainees referencing the USPHS categories will be provided to determine an engineer in the class and prevent representative from attending class without an engineer
- Assumption: If none of the project team is available to attend the OBC Open House then they will attend the Pinning-On or Graduation ceremony to speak with the new Engineer officer
- Assumption: If the event is occurring virtually (due to COVID or other circumstances) the representative (most likely single representative) will attend the Open House giving basic information and providing more detail in email with the offering of a calendar appointment to discuss questions further
- Constraint: Roster of OBC will need to be provided or Open House would need to occur to get names of incoming Engineer officers

Approval

Project Lead, LCDR Michael Simpson

CDS Leadership