



# EPAC Career Development Subcommittee 2023 Project Charter



## Project Title

Professional Credentials Project

## Project Team

LCDR Tom Peter, FDA (Project Lead)

LCDR Abbas Bandukwala, FDA

LCDR Mary Millner, FDA

LCDR Vicky Hsu, FDA

LT Adam Cooke, FDA

Vacant: One or more non-FDA engineer officers

## Project Purpose

The 2021 Engineering Category Promotion Benchmarks permit earning other credentials in lieu of Professional Engineer (PE) licensure.<sup>1</sup> Beginning with Promotion Year (PY) 2022, category-specific benchmarks are being replaced with standardized benchmarks that apply to all categories. The PY 2022 benchmarks do not specifically reference PE licensure. Rather, the “Credentials” factor calls for “Completion of advanced certification or licensure beyond the required, qualifying credential.”<sup>2</sup>

There is currently no formal guidance offered to engineer officers as to which credentials provide value to the USPHS Commissioned Corps, their agencies, and prospective future agencies. This ambiguity may make it difficult for engineer officers to understand which credentials they should pursue. The purpose of this project to mitigate this ambiguity by (1) developing a process through which engineer officers can submit information about credentials they feel are valuable to engineers’ agencies and USPHS Commissioned Corps activities, and (2) developing a process through which submitted information is properly vetted before publishing information to help guide engineers towards identifying credentials that will provide the most value to their career. Such information may include sponsoring organization, description, website, and the costs/effort of studying, exam length, continuing education requirements, etc.

This project supports Goal #2.E of the 2022 – 2025 Engineer Category Strategic Plan; that is:

*Career Development Subcommittee to identify and share relevant engineer credential, licensures, and advanced degrees that enhance Engineer officer’s knowledge, expertise, and value to the Corps.*

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<sup>1</sup> Per the “Professional Credentials and Certifications” factor of the T-O5/P-O4 PY 2021 Engineering Category Benchmarks, the officer should seek PE licensure or “Registration or board certification, as a CHP, CSP, CIH, CPH, CHMM, Medical Instrumentation, Architect, or job-related fields with value-added to the USPHS, Agency, Corps and engineering profession activities; recognized by the CESB, ABIH, AAMI, ACHA, or relevant board; and approved by the Director CCHQ.”

<sup>2</sup> Per the “Credentials” factor of the T-O5/P-O4 PY 2022 Benchmarks.



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## Project Stakeholders

- USPHS Engineer Officers – Officers in category will be more aware of advanced credentials
- Engineer Category – Will in turn have more officers with advanced credentials
- Agencies – Will potentially offer funding to USPHS Engineers to achieve credentials
- Promotion Board – Will become more aware of various credentials available to USPHS engineers

## Project Schedule/Milestones

Milestone	Target Completion Date
OSG clears whitepaper for publishing to EPAC website	January 2023
Whitepaper published to EPAC website	February 2023
Develop a plan for building and maintaining a repository of credential information	April 2023
Build initial repository in Excel using information gathered in survey responses and present to EPAC CDS	April 2023
Refine repository based on feedback received from EPAC CDS	May 2023
Interface with Mentoring and PHEP to understand how planned repository can be integrated with their existing initiatives	May 2023
Develop web application (in APAN or on EPAC website) through which officers can submit credential information to be added to a web-based repository	August 2023
Develop web application (in APAN or on EPAC website) for publishing repository information	October 2023
Beta test applications	November 2023
Establish a process for reviewing repository submissions received from officers (data quality standards, follow-up process to obtain more information, etc.)	December 2023
Launch applications and publicize to engineering category	February 2024
Review information submitted by officers, ensure data quality standards are met, and publish to public repository. Share information with Mentoring to assist with matching mentors with mentees.	March 2024 –

## Project Deliverables

1. Engineering credentials repository, containing information such as sponsoring organization, description, website, and the costs/effort of studying, exam length, continuing education requirements, and names of officers who hold each credential (if they wish to disclose publicly). (CY2023 goal)
2. Web application that allows Engineers to submit credential information to be added to the repository for vetting by a to-be-determined committee. (CY2024 goal)



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3. Web application that allows Engineers to search the repository of vetted credentials to learn about credential options and connect with officers who hold credentials of interest. (CY2024 goal)

### **Team Communication**

Communications will primarily take place via email, with meetings held on an as-needed basis

### **Assumptions/Constraints**

Assumption: All repository information will be housed in a database that is TBD (possibly the PHEP certifiable skills database that is in development).

Assumption: Officers will be able to query the database and submit credential updates through a web application that has yet to be determined (e.g., SharePoint). Ideally, engineers will be able to query the database to discover credentials they were not aware of and/or identify those who hold certification(s) of interest to them. This could create “study buddy” or mentorship opportunities that are assumed to be outside the scope of this project.

Assumption: All coordination with the PHEP subcommittee (as applicable) will be handled by LCDR Mary Millner and LCDR Tom Peter, who are on the PHEP Certifiable Skills Database team.

Constraint: All finalized work products that are posted to the EPAC website will require EPAC vote and therefore needs buy-in and support of voting members

### **Approval**

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Project Lead, LCDR Tom Peter

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CDS Leadership