



EPAC Career Development Subcommittee 2023 Project Charter



Project Title

EPAC Welcome Packet Update

Project Team

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Project Purpose

The purpose of this project is to update the EPAC Welcome Package (document) located at https://dcp.psc.gov/OSG/engineer/cd_new_officer.aspx to help simplify and identify important and urgent tasks new officers should focus on within the first three months, year, and first opportunity for promotion after being Called to Active Duty (CAD). The project will ensure the new officers have access to a succinct resource consistent with the latest policies and procedures to build a solid foundation for a successful career.

Project Stakeholders

New CAD USPHS Engineer Officers – will have access to an up-to-date and effective resource,
Agencies – will be more likely to have new CAD Engineer Officers that are setup for success

Project Schedule/Milestones (Updated)

02FEB2023 – Submit revised welcome package for CDS Leadership and New Officers review.
24FEB2023 – Review feedback and revise as necessary.
10MAR2023 – Submit document for CDS leadership approval.

Project Deliverables

1. Updated EPAC Welcome Packet

Team Communication

Meetings will occur 2nd Fridays of each month at 12:00pm PST and last no longer than 1 hour.

Assumptions/Constraints

- Assumption: This document will be current as of February 2023. Updates to policies and procedures after this date will not be included.
- Constraint: This project will build off the Career Initiation and Advancement Plan handed out to officers at the OBC Open House but will not overlap with the OBC Open House initiative.

Approval

/s/ CDS Welcome Package Update Team
Project Leads

CDS Leadership