



EPAC Career Development Subcommittee Project Charter



Project Title

Senior Officer Panels

Project Team

LCDR Mary Millner (Project Lead), FDA

LCDR Christopher Mercer (Team Member), IHS/ANTHC

LT Corbyn Navas (Team Member), IHS/ANTHC

LT Elena Navas (Team Member), HIS/ANTHC

Project Purpose

The EPAC Career Development Subcommittee, in partnership with the Chief Professional Officer (CPO) Council, holds a series of interactive panels, to provide perspective and address questions from our Engineer Category on a wide range of topics.

The Council, through the Chief Professional Officer (CPO), serve as the voluntary leaders of the engineer category. The Council is a resource for guidance, mentorship, and feedback. The Council maintains an understanding of the broad array of challenges that face the Corps' diversely assigned engineers and supports the CPO's initiatives to guide the category to new heights.

Project Stakeholders

- USPHS Engineer Officers – receive guidance from CPO Council from various topics
- CPO – established Council to be additional senior voices of the Engineer Category from various Agencies where USPHS Engineers serve
- CPO Council – tapped to provide guidance and opinions on various topics in addition to providing support as described in the CPO Council Guidance Document

Milestones

- 31JAN2020 – LCDR Dar selected as project lead
- 18FEB2020 – project plan for CDS leadership review
- 20APR2020 – project plan approved by CPO
- 14OCT2020 – survey soliciting questions to CDS members for content
- 09DEC2020 – CPO announcement to category covering Council of Captains and Senior Officer Panels
- 04JAN2021 – Council of Captains biographical brochure published
- 14JAN2021 – Senior Officer Panel #1: Career Planning and Decision-Making (115 attendees)
- 11MAR2021 – Senior Officer Panel #2: Officer and Leadership Development (110 attendees)
- 08JUL2021 – Senior Officer Panel #3: Promotion Administration (137 attendees)
- 18NOV2021 – Senior Officer Panel #4: Developing Your Professional Network (77 attendees)
- 16JUN2022 – Senior Officer Panel #5: Managing a Balanced PHS Career
- 17NOV2022 – Senior Officer Panel #6: Maximizing the Deployment Experience
- 01DEC2022 – LCDR Millner selected as new project lead



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- 01JAN2023 Council of Captains renamed to CPO Council to allow for the addition of highly qualified senior Commanders

Project Schedule

- 28FEB2023 – Finalize topics for 2023 panels
- 15MAR2023 – Start preparation for Senior Officer Panel #7
- 1APR2023 – Finalize 2023 CPO's Council Member Biography
- 25MAY2023 – Senior Officer Panel #7
- 1AUG2023 – Start preparation for Senior Officer Panel #8
- 19OCT2023 – Senior Officer Panel #8

Project Deliverables

1. 2021 Council of Captains Member Biography – completed and uploaded to EPAC website
2. Senior Officer Panel #1 – completed and uploaded to EPAC website
3. Senior Officer Panel #2 – completed and uploaded to EPAC website
4. Senior Officer Panel #3 – completed and uploaded to EPAC website
5. Senior Officer Panel #4 – completed and uploaded to EPAC website
6. Council of Captains Guidance Document – completed and uploaded to EPAC website
7. 2022 Council of Captains Member Biography – completed and uploaded to EPAC website
8. Senior Officer Panel #5 – completed and uploaded to EPAC website
9. Senior Officer Panel #6 – completed and uploaded to EPAC website
10. 2023 CPO Council Member Biography
11. Senior Officer Panel #7
12. Senior Officer Panel #8

Project Activities

- Leading planning meetings with the council
- Drafting category-wide announcement emails
- Soliciting and collating questions from the category
- Collating talking points for the council
- Assembling presentation slide decks
- Training officers to moderate panels and moderating the panels
- Preparing in-panel poll questions
- Ensuring the EPAC website is updated
- Developing the CPO Council brochure with biographical information

Opportunities

The following represent opportunities to explore for the 2023 panels:

- Continue issuing professional development hour (PDH) Credit for panel attendance
- Continue using polling in panels to maintain and enhance engagement and participation

Team Communication



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Planning meetings will occur on weekly/biweekly basis for two months prior to each senior officer panel.

Assumptions/Constraints

- Assumption: The newly selected CPO will choose the Council with enough time to adequately prepare for the next Senior Officer Panel
- Assumption: The CPO Council Guidance Document will encompass all requirements for the Council
- Assumption: The panel members are available for the date/times approved by the CPO
- Assumption: The panel members are well versed on the topics approved by the CPO
- Assumption: USPHS engineers will provide questions for the Council to answer on the specific topics
- Assumption: APAN will serve as a document sharing portal across agencies
- Constraints: Since the panel members are senior members at their agency, scheduling will need to take place as far in advance as possible to increase availability

Approval

Project Lead, LCDR Mary Millner

CDS Leadership