**BACKGROUND:**

Engineers are innovators. They find solutions in a sea of data and problems. The Professional Advisory Committees (PAC) and more specifically the Engineer Professional Advisory Committees (EPAC) is chartered under the Office of the United States Surgeon General (OSG) to advise the OSG and associated Chief Professional Officer (CPO) on issues relating to the professional practice and the personnel activities of the Engineer Category. We are also charged with supporting initiatives and program activities under the direction of OSG and guidance of the CPO. Our Charter states that EPAC execute the following functions:

1. Provide general professional advice and recommendations to OSG and the CPO.
2. Provide category career development and readiness advice to OSG.
3. Provide staffing/recruitment and retention advice to OSG.
4. Provide PHS and category event, award, and recognition support to OSG.
5. Serve as a communication link and information resource for the category under the direction of OSG.
6. Support the CPO.

**PROBLEM:**

The EPAC discusses several items each year and in some cases multiple items in any given month via meeting, phone, or email. These discussions cultivate change and allow the engineering community to evolve, which is a great thing. Subcommittee workplans are established and maintained biannually through discussions with EPAC Leadership. Ad hoc discussion items, requests, and proposals can be lost or not worked into annual workplans due to a lack of documentation or understanding. The given pace of volunteer work in a single year and amount of time available to address these innovative ideas may be limited. Additionally, alignment with current Charter/Bylaws may require assessment to ensure there is a benefit to the subcommittees or category.

**SOLUTION:**

A more formal approach is required to capture the essence of discussion items, requests, and proposals for change as well as proper evaluation for viability. The Rules Subcommittee has created this document to capture specific details regarding innovative ideas (e.g., new work, process, or approach to something associated with EPAC business or the category as a whole). Actual documentation solidifies an idea, provides an additional learning method for stakeholders, and allows EPAC to understand and evaluate information to move the category forward. Please complete page 2 and submit to the Rules Subcommittee Chair/Vice-Chair for processing.

**INTENT:**

The EPAC Innovation Form is intended to capture fresh ideas from any USPHS engineer to help EPAC operate more efficiently and/or add value to ALL engineers. The information can ensure ideas are documented and can be incorporated into annual EPAC Subcommittee workplans. It is different than the existing anonymous feedback form and CPO comment box to express feedback/concerns. This information is for the betterment of EPAC business.

**DIRECTIONS:** Please fill out all questions, try to keep it to 1 page, and submit to the Rules SC Chair/Vice-Chair. Any engineer can submit this form; however, it should be routed through an existing subcommittee to provide a framework for discussion and implementation.

1. **Purpose (why is this important/problem statement?):**
2. **Scope (proposed solution/what is the task and sideboards?):**
3. **Expected Outcomes (significance, expected impacts):**
4. **Audience (who benefits from this work?):**
5. **Schedule (roughly how long will it take or estimated start/completion date?):**
6. **Resources Required (projected volunteer hours spent to make the idea a reality, projected number of people required to succeed?):**
7. **Subcommittee Participation (which subcommittees will lead and/or collaborate?):**
8. **Contact information (email of submitter or subcommittee lead):**