**United States Public Health Service**

**Engineer Professional Advisory Committee (EPAC)**



**Readiness Subcommittee**

**Standard Operating Procedures (SOP)**

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**Standard Operating Procedures**

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Revision No.: The numeric designation identifying the version of a controlled document. New documents are assigned “Rev. 00”. Subsequent approved revisions of the same document are assigned sequential numbers, “Rev. 01”, “Rev. 02”, etc.

Revision Date: The date that the Chair accepts the document into the Document Control System by applying the final approval signature.

**References**

[EPAC](https://dcp.psc.gov/osg/joag/) [Home](https://dcp.psc.gov/OSG/engineer/) Page

[EPAC Governing Documents](https://dcp.psc.gov/OSG/engineer/charter-by-laws.aspx)

* [Charter (2013)](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Charter_signed_2013.pdf)
* [Bylaws (2020)](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Bylaws_June_2020.pdf)

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# ARTICLE I ****PURPOSE****

The Engineer Professional Advisory Committee (EPAC) Readiness Subcommittee Standard Operating Procedures (SOP) provides operational and procedural guidance for the EPAC Readiness Subcommittee. For the Readiness Subcommittee mission and general responsibilities, refer to the [EPAC Charter](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Charter_signed_2013.pdf), Part IV, Functions, and the [EPAC Bylaws](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Bylaws_June_2020.pdf), Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to functions within the EPAC Readiness Subcommittee to establish policies, processes, records, and acceptance criteria under the auspices of EPAC.

# ARTICLE II SUBCOMMITTEE RESPONSIBILITIES & ORGANIZATION

## ***Section 1.*** Workgroup Responsibility

A Workgroup is an established and recurring entity within the Subcommittee. Projects are often developed within the Workgroups. A project is defined as a short-term tasking or assignment that may or may not have a definitive termination date, depending upon the tasking and any applicable deadlines.

The Readiness Subcommittee consists of the following Workgroups:

1. Deployment Readiness Support Workgroup: An on-going initiative to increase engineer category readiness number by identifying root causes and providing recommendations to the Chief Professional Officer (CPO) in support of maximizing Category readiness.
2. Engineer Readiness Training and Education Workgroup: Develop engineer training curriculum, identify and develop strategies to address educational solutions to support engineer field readiness and identify training concepts and opportunities.
3. Engineer Booklet Workgroup: Collect short stories and photos from engineers that have deployed. This is an ongoing project and the project will be updated bi-annually on even numbered years.
4. Information Management Workgroup: The primary function of this workgroup is to be the point of contact for organizing and managing the Readiness Subcommittee webpage. This Workgroup will also review any documents prepared by the Readiness Subcommittee to ensure “508 compliance” prior to posting to the Readiness webpage (see [Appendix A](#_APPENDIX_A_)).

## ***Section 2.*** Leadership Roles

1. Chair and Vice Chair
	1. Responsibilities
		1. Organizes and approves meeting agendas in advance for all meetings.
		2. Develops action plans for projects for the year and submits to EPAC Chair for review at the beginning of each operational year.
		3. Ensures Subcommittee Volunteers understand expectations in order to qualify for a letter of appreciation (LOA) at the end of the operational year as well as circumstances which might warrant a certificate of appreciation (COA).
		4. Assigns action items to Subcommittee Workgroup Leads and ensures milestones are met.
		5. Coordinates and communicates with the EPAC Chair regarding progress, goals, reviews and initiatives of the Subcommittee, highlighting when CPO involvement is required.
		6. Reports Subcommittee accomplishments and other noteworthy news to EPAC.
		7. Provides orientation to new Subcommittee Volunteers.
		8. Selects Volunteers for Workgroup leadership roles.
		9. Summarizes accomplishments for the operational year to submit to EPAC Chair
2. Workgroup Leads
	1. Responsibilities
		1. Assign specific tasks and responsibilities to individual Workgroup Volunteers as needed to accomplish tasks.
		2. Hold meetings, as necessary, ensuring effective communication among Workgroup Volunteers and setting project timelines to meet the overall expectations as set forth by the Subcommittee Chair and Vice Chair.
		3. Submit regular updates on Workgroup progress to Subcommittee Chair and Vice Chair.

## ***Section 3.*** Subcommittee Involvement

Subcommittee Volunteers are expected to fulfill the following roles and responsibilities:

1. Maintain minimum standards:
	1. Attend at least half of the eligible meetings since joining the Subcommittee.
	2. Actively participate in at least one project annually.
	3. Actively participate in meeting discussions and provide input.
2. Accept and follow through on assignments.
3. Think in terms of the welfare of the group rather than personal interests.
4. Be willing to listen to and respect others’ viewpoints.

# ARTICLE III SUBCOMMITTEE PROCEDURES

## ***Section 1.*** Meetings

The Subcommittee shall hold monthly meetings where all Subcommittee Volunteers and Workgroups shall report their various activities. The meetings are scheduled at the discretion of the Subcommittee Chair.

## ***Section 2.*** Workgroup Procedures

1. Each Workgroup Lead shall provide an update to the Chair or Vice Chair during the meeting. If a Workgroup lead cannot attend a meeting then that person shall make every effort to provide a short bulleted update to the Chair or Vice Chair a day in advance.
2. Workgroups shall strive to have 2 members minimum and preferably 3 or more. Workgroup leads shall attempt to equally distribute the work as best as possible.
3. Workgroups shall be divided into 2 categories, project related and program related. The Chair shall strive to identify in writing a Charter for all Workgroups to identify the work to be done, the starting date, the ending date and the desired outcome. The Charter can be as simple as a 1 paragraph document or as complex as the Chair desires.

## ***Section 3.*** Recognition

1. Letters of Appreciation: The Subcommittee Chair/Vice-Chair shall disseminate Letters of Appreciation (LOA) to Subcommittee Volunteers who meet the minimum standards as described in [Article II, Section 3](#_Section_3._Subcommittee), above. The LOA should be issued on an annual basis using the template provided by the Rules Subcommittee. Only one LOA per officer per subcommittee will be awarded. Other types of recognition may be warranted in addition or instead of a LOA as deemed appropriate by Subcommittee leadership.
2. Certificates of Appreciation: The Subcommittee Chair/Vice-Chair shall disseminate Certificates of Appreciation (COA) to individuals who volunteer for EPAC sponsored events. The COA should be issued within one month of completion of the activity using the template provided by the Rules Subcommittee. COAs for activities that require a greater time commitment may be signed by the EPAC Chair or the CPO, at the discretion of the Subcommittee Chair.

## **ARTICLE IV APPENDICES**

## **APPENDIX A** 508 Compliance Checklist

<https://www.hhs.gov/web/section-508/accessibility-checklists/index.html>