**United States Public Health Service**

**Engineer Professional Advisory Committee (EPAC)**



**Rules Subcommittee**

**Standard Operating Procedures (SOP)**

**Document History Record for**

**Rules Subcommittee**

**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 (2020)](https://dcp.psc.gov/OSG/engineer/documents/02.20.2020_EPAC_CharterUpdated.pdf)
* [Bylaws (2022)](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Bylaws_20221101.pdf)

Table of Contents

[ARTICLE I PURPOSE 1](#_Toc122702147)

[ARTICLE II SUBCOMMITTEE RESPONSIBILITIES & ORGANIZATION 1](#_Toc122702148)

[***Section 1.*** Workgroup Responsibility 1](#_Toc122702149)

[***Section 2.*** Leadership Roles 1](#_Toc122702150)

[***Section 3.*** Subcommittee Involvement 2](#_Toc122702151)

[ARTICLE III SUBCOMMITTEE PROCEDURES 2](#_Toc122702152)

[***Section 1.*** Meetings 2](#_Toc122702153)

[***Section 2.*** Voting Member Selection Workgroup Procedures 2](#_Toc122702154)

[***Section 3.*** Bylaws Workgroup Procedures 3](#_Toc122702155)

[***Section 4.*** SOP Workgroup Procedures 3](#_Toc122702156)

[***Section 5.*** Recognition 3](#_Toc122702157)

[**ARTICLE IV APPENDICES** 5](#_Toc122702158)

[**APPENDIX A** EPAC Voting Member Selection Process 6](#_Toc122702159)

[**APPENDIX B** EPAC Application Announcement 7](#_Toc122702160)

[**APPENDIX C** Subcommittee Letter of Appreciation 10](#_Toc122702161)

[**APPENDIX D** EPAC Certificate of Appreciation 11](#_Toc122702162)

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

The Engineer Professional Advisory Committee (EPAC) Rules Subcommittee Standard Operating Procedures (SOP) provides operational and procedural guidance for the EPAC Rules Subcommittee. For the Rules Subcommittee mission and general responsibilities, refer to the [EPAC Charter](https://dcp.psc.gov/OSG/engineer/documents/02.20.2020_EPAC_CharterUpdated.pdf), Part IV, Functions, and the [EPAC Bylaws](https://dcp.psc.gov/OSG/engineer/documents/EPAC_Bylaws_20221101.pdf), Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to functions within the EPAC Rules Subcommittee to establish policies, processes, records, and acceptance criteria under the auspices of the 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 Rules Subcommittee consists of the following Workgroups:

1. Voting Member Selection Workgroup: Facilitates the process for selection of new EPAC Members.
2. Bylaws Workgroup: Reviews the EPAC Bylaws annually to ensure all EPAC guidelines are aligned with those of the United States Public Health Service (USPHS).
3. Standard Operating Procedures (SOP) Workgroup: Facilitates annual review and standardization of the EPAC Subcommittee SOPs.

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

1. Chair and Vice-Chair
   1. Responsibilities
      1. Organize and approve meeting agendas in advance for all meetings.
      2. Develop action plans for projects for the year and submit to the EPAC Chair for review at the beginning of each operational year.
      3. Ensure Subcommittee Volunteers understand expectations in order to qualify for a Letter of Appreciation (LOA) or Certificate of Achievement (COA) at the end of the operational year.
      4. Assign action items to Subcommittee Workgroup Leads and ensure milestones are met.
      5. Coordinate and communicate with the EPAC Chair regarding progress, goals, reviews and initiatives of the Subcommittee, highlighting when Chief Professional Officer (CPO) involvement is required.
      6. Report Subcommittee accomplishments and other noteworthy news to the EPAC.
      7. Provide orientation to new Subcommittee Volunteers.
      8. Select Volunteers for Workgroup leadership roles.
      9. Summarize accomplishments for the operational year to submit to the EPAC Chair.
      10. Facilitate the voting membership nomination process.
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 at least bimonthly 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.*** Voting Member Selection Workgroup Procedures

1. Refer to the EPAC Voting Member Selection Process (see [Appendix A](#_APPENDIX_A_)) as a guideline for the following actions that should be performed in close coordination with Chair:
   * 1. Prepare application announcement (see [Appendix B](#_APPENDIX_B_)) and submit to Chair by end of March to allow for EPAC Chair approval prior to submission via the EPAC Listserv in April.
     2. Compile and organize application documents for use by Voting Member Selection Panel, which typically initially meets in July.
     3. Assist Chair in collecting and organizing results from Voting Member Selection Panel in order to present on a Voting Member Selection Panel meeting prior to transmitting recommendation to EPAC Members for vote of confidence, which typically occurs in September.
     4. Assist Chair in drafting emails to all applicants (selected and non-selected) to be sent by October informing them of results, pending approval by OSG.

## ***Section 3.*** Bylaws Workgroup Procedures

1. Review Bylaws annually near the beginning of EPAC’s operational year. If any revisions are recommended, establish Workgroup to resolve. Review process should proceed as follows:
   * 1. Chair/Vice-Chair provides any suggested updates from prior annual reviews of Bylaws to Workgroup.
     2. Workgroup incorporates Chair/Vice-Chair updates and any further revisions, then submits to Chair for review.
     3. Chair submits revision to EPAC Chair for review.
     4. Upon completion of EPAC Chair review and acceptance, Rules Chair submits revised Bylaws to Members for a vote.
     5. Upon approval by Members, EPAC Chair sends revised Bylaws to Engineer CPO, who submits to OSG for approval.

## ***Section 4.*** SOP Workgroup Procedures

1. Review/update EPAC Subcommittee SOPs every two to three years.
2. Update SOP template as necessary and submit to Chair for review and approval.
3. Chair provides SOP template to all EPAC Subcommittees and solicits updates to their SOPs.
4. Workgroup Lead assigns SOPs to Workgroup for review.
5. Workgroup reviews SOPs for proper formatting in accordance with SOP template.
6. Workgroup liaises with SOP Leads within each Subcommittee to ensure SOPs are complete and comport with SOP template.
7. Once edits are made, Subcommittee submits final SOP(s) to Information Subcommittee for posting to EPAC website.

## ***Section 5.*** Recognition

1. Letters of Appreciation: The Subcommittee Chair/Vice-Chair shall disseminate Letters of Appreciation (LOA; see [Appendix C](#_APPENDIX_C_)) 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; see [Appendix D](#_APPENDIX_D_)) 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** EPAC Voting Member Selection Process

1. In April, the EPAC Application Announcement is posted on the EPAC website and included in an Engineer Announcement email. The EPAC Application Announcement provides information on the application process including required documents, signatures, due date, and email address where applications are to be submitted. Interested engineers of the U.S. Public Health Service (USPHS) Commissioned Corps (CC), within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which USPHS officers are assigned, are eligible to apply.
2. Applications are evaluated and scored by a review panel led by the Rules Subcommittee Chair. Current EPAC voting members and past EPAC Chairs are eligible to volunteer to serve on the review panel. The EPAC Rules Subcommittee Chair will send an email request for volunteers in June and select the review panel to ensure diverse representation. A formal review of applicants will be performed including:
   1. Scoring applicants in accordance with established criteria;
   2. Analysis of voting member seat allocation considering the number of engineers assigned to OPDIVs.
   3. Organizational diversity considerations are mandatory considerations and includes engineering specialty, geographic location, rank, current voting member term expiration, impending subcommittee leadership openings, and experience level. Optional information can be provided on the application form regarding gender and ethnicity. “At large” seats are allocated considering diversity and succession planning.
3. In September, the review panel’s recommended slate of new voting members is sent to the current EPAC voting members, along with each proposed new voting member’s Curriculum Vitae (CV) Cover Page. The current EPAC voting members will be asked to cast an approve or do not approve vote for the complete slate of new voting members by email.
4. Prior to official announcement of the new voting members, the EPAC Rules Subcommittee Chair will send all applicants an email informing them of their status, after the EPAC vote. However, selection as an EPAC voting member is not final until approved by the Office of the Surgeon General (OSG).
5. In early November, the CPO sends the final list of nominees to the OSG for approval.
6. Surgeon General approval is sought prior to December 15th.

## **APPENDIX B** EPAC Application Announcement

**Engineer Professional Advisory Committee (EPAC)**

**[year] Application Announcement**

**Submission Deadline Date: 30 June [year]**

The Engineer Professional Advisory Committee (EPAC) is seeking motivated engineers of the U.S. Public Health Service (USPHS) Commissioned Corps (CC) to serve as members of the EPAC. The EPAC provides consultation and recommendations to the Engineer Chief Professional Officer (CPO) and, through the Engineer CPO, to the Surgeon General on matters relating to professional activities and personnel issues affecting engineers. Members represent a diverse cross-section of USPHS engineers within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which officers are assigned. Additional information about the EPAC can be found at the following: [https://dcp.psc.gov/osg/engineer/.](https://dcp.psc.gov/osg/engineer/)

EPAC membership and active participation on an EPAC sub-committee provides the opportunity to do the following:

1. Learn more about the Engineer Category of the USPHS and other national level policies and events affecting engineers;
2. Get involved in directing the future of the Engineer Category of the USPHS; and
3. Develop leadership skills.

This year applications are sought to fill between six to nine, three-year, term appointments starting on January 1, [year+1] and ending on December 31, [year+3]. Motivated engineers of the USPHS within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which officers are assigned are welcome to apply. Applications will be reviewed by a panel of current EPAC voting members and former EPAC Chairs. Members are selected to provide a diverse representation of agencies, experience levels, genders, personnel systems, ethnicities, and geographic locations.

The EPAC typically meets by teleconference. Travel is not required for membership. If selected, EPAC members will be held to the following requirements to remain an active member in good standing:

* During the first year of an EPAC member’s initial three-year term, they must serve as a member of at least two Subcommittees, if not serving as a Subcommittee Chair or Vice-Chair;
* During the second and third year of an EPAC member’s first three-year term, they must serve as a Subcommittee Chair or Vice-Chair of an EPAC Subcommittee;
* During all three years of an EPAC member’s second and third three-year term, they must serve as a Subcommittee Chair or Vice-Chair of an EPAC Subcommittee;
* Maintain Basic Readiness qualification continuously for the duration of the EPAC term;
* Miss no more than two EPAC meetings per calendar year unexcused and without an alternate present.

Failure to meet these requirements could result in removal from EPAC voting member status.

Interested CC engineers are highly encouraged to apply! Please email your application, including your response to the two questions on the next page (not to exceed one page, single spaced, 12 point font) and your CV Cover Page (should not exceed two pages) to the EPAC Rules Subcommittee Chair, [Rank, name] ([email]), by **30 June [year]**.

**ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC) [year] APPLICATION**

|  |  |
| --- | --- |
| **Applicant Name:** | |
|  |  |
| **Rank:** | **PHS#:** |
|  |  |
| **Agency:** | |
|  |  |
| **Duty Station Address:** | **Duty Station Phone:** |
|  |  |
| **Work Email:** | |
|  |  |
| **(OPTIONAL) – Gender:** | **(OPTIONAL) - Ethnicity:** |

I acknowledge this application is to serve as a voting member of the EPAC for a three-year term beginning on January 1, [year+1] and ending on December 31, [year+3]. I understand EPAC meetings and activities may take place during or after normal business hours.

**Applicant’s Signature and Date:**

**Supervisor’s Name and Title:**

**Supervisor’s Signature and Date:**

Please list below the EPAC Subcommittees you are most interested to serve in a leadership role:

**First Choice Subcommittee:**

**Second Choice Subcommittee:**

Please provide the contact information of a USPHS officer with whom you have worked on the EPAC or another PHS group as a reference to support your work and service. If you do not have experience with the EPAC or another PHS group, please provide a reference who can discuss a collateral duty you have performed for your OPDIV.

**Name, Email, and Phone Number of Reference:**

**PHS/Other Organization Name associated with Reference:**

**Question #1:** Briefly describe an organization or entity to which you have contributed (e.g., EPAC, another PHS group, or a collateral duty at your OPDIV). What contributions did you make to the organization (including dates of participation) and how do you believe that experience has prepared you to serve as a voting member on the EPAC?

**Question #2:** If given the opportunity, what would you like to accomplish within the one or two EPAC subcommittees you selected above and how do you envision achieving these goals?

## **APPENDIX C** Subcommittee Letter of Appreciation



**U.S. Public Health Service**

Engineer Professional Advisory Committee

[insert] Subcommittee

[Date]

Re: [Year] Letter of Appreciation

Dear [Rank] [Name]:

Thank you for your active participation on the [insert] Subcommittee within the Engineer Professional Advisory Committee (EPAC). The time and effort you have provided have greatly helped the [insert] Subcommittee achieve its goals in [year].

This year, you [add description of achievements etc.].

Again, I thank you for your dedicated service to the EPAC and look forward to working with you as a valued volunteer of the [insert] Subcommittee in the future.

Very Respectfully,

[Name]

[Rank], U.S. Public Health Service

Chair, EPAC [insert] Subcommittee

## **APPENDIX D** EPAC Certificate of Appreciation

(Template follows on next page)



EPAC Certificate of Appreciation

THIS ACKNOWLEDGES THAT

Name of Recipient

HAS BEEN RECOGNIZED FOR [INSERT ACTIVITY HERE]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Rank] [Name], […] Subcommittee, Chair Date