**United States Public Health Service**

**Engineer Professional Advisory Committee (EPAC)**



**X Subcommittee**

**Standard Operating Procedures (SOP)**

**Document History Record for**

**X Subcommittee**

**Standard Operating Procedures**

| **Revision Number** | **Revision Date** | **Description of Changes** |
| --- | --- | --- |
| **01** | **27JUL20** | **Updated Bylaws reference and added Certificate of Appreciation** |
| **02** | **16NOV21** | **Updated Article II, Section X to clarify requirements for when an LOA would be issued to a subcommittee volunteer versus a COA.** |
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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)

Table of Contents

[ARTICLE I PURPOSE 1](#_Toc88056206)

[ARTICLE II SUBCOMMITTEE RESPONSIBILITIES & ORGANIZATION 1](#_Toc88056207)

[***Section 1.*** Workgroup Responsibility 1](#_Toc88056208)

[***Section 2.*** Leadership Roles 1](#_Toc88056209)

[***Section 3.*** Subcommittee Involvement 2](#_Toc88056210)

[ARTICLE III SUBCOMMITTEE PROCEDURES 3](#_Toc88056211)

[***Section 1.*** Meetings 3](#_Toc88056212)

[***Section 2.*** X Review Board Workgroup Procedures 3](#_Toc88056213)

[***Section 3.*** X Liaison Workgroup Procedures 3](#_Toc88056214)

[***Section X.*** Recognition 3](#_Toc88056215)

[**ARTICLE IV APPENDICES** 4](#_Toc88056216)

[**APPENDIX A Subcommittee Letter of Appreciation** 5](#_Toc88056217)

[**APPENDIX B** **EPAC Certificate of Appreciation** 6](#_Toc88056218)

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

The Engineer Professional Advisory Committee (EPAC) X Subcommittee Standard Operating Procedures (SOP) provides operational and procedural guidance for the EPAC X Subcommittee. For the X 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 X 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 X Subcommittee consists of the following Workgroups:

1. X Review Board Workgroup: insert brief description of what Workgroup is responsible for.
2. X Liaison Workgroup: insert brief description etc...

## ***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) at the end of the operational year as well as circumstances which might warrant a certificate of appreciation (COA).
		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 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. Please list any other responsibilities of your Subcommittee Chair.
2. Workgroup Leads [note: if responsibilities of individual Workgroup Lead positions are necessary, this generic one could be expanded and/or each Workgroup Lead position added; however, most of the specific responsibilities of the Workgroup Leads will likely be reflected in Workgroup procedures in Article III below, so there may not be a need to repeat here]
	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.

1. EPAC Chair
	1. Responsibilities
		1. If any, please list; otherwise delete this paragraph.
2. Chief Professional Officer (CPO)
	1. Responsibilities
		1. If any, please list; otherwise delete this paragraph.

## ***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.*** X Review Board Workgroup Procedures

1. List specific procedures

## ***Section 3.*** X Liaison Workgroup Procedures

1. List specific procedures

Etc

## ***Section X.*** 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. Subcommittee Chair/Vice-Chair may request a list of project contributions made by each Subcommittee Volunteer to prior to disseminating a LOA. 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
	1. Subcommittee Volunteers who are serving their first year on the Subcommittee and who meet the minimum standards as described in Article II, Section 3, above EXCEPT for active participation in at least one project.
	2. 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 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 B** **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]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ November 16, 2021\_\_\_\_\_

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