**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** |
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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 (2015)](https://dcp.psc.gov/OSG/engineer/documents/Bylaws_Approved_16_Dec_2015_Final.pdf)

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# 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. This SOP provides guidance on matters not addressed by the EPAC Charter or Bylaws; 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/Bylaws_Approved_16_Dec_2015_Final.pdf), Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to all functions within the EPAC X 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 program 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. 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 participants understand expectations in order to qualify for a letter of appreciation (LOA) at the end of the operational year.
		4. Assigns action items to Subcommittee Workgroup Leads and other leadership positions and ensures milestones are met.
		5. Coordinates and communicates to EPAC Chair regarding progress, goals, reviews and initiatives of the Subcommittee in which CPO involvement is required.
		6. Reports Subcommittee accomplishments and other noteworthy news to EPAC.
		7. Provides orientation to new Subcommittee participants.
		8. Sends email soliciting members for the Subcommittee.
		9. Selects members for Workgroup Lead roles.
		10. Summarizes accomplishments for the operational year to submit to EPAC Chair
		11. 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 shouldn’t be a need to repeat here]
	1. Responsibilities
		1. Assign specific tasks and responsibilities to individual Workgroup members as needed.
		2. Hold meetings, as necessary, ensuring effective communication among Workgroup members and setting project timelines to meet the overall expectations as set forth by the Subcommittee Chair.
		3. Submit regular updates on Workgroup progress to Subcommittee Chair.
		4. Transition off of any one Workgroup Lead position after a maximum of two years’ service to allow others an opportunity to lead the Workgroup. Transitioning should also include outgoing Lead debriefing incoming Lead on Workgroup responsibilities and procedures.
3. EPAC Chair
	1. Responsibilities
		1. If any, please list; otherwise delete this paragraph.
4. Chief Professional Officer (CPO)
	1. Responsibilities
		1. If any, please list; otherwise delete this paragraph.

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

Subcommittee members who wish to be involved as participants will fulfill the following expected roles and responsibilities:

1. Maintain minimum standards for participants:
	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 to Subcommittee Chair solicitations.
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.

## ***Section 4.*** Letters of Appreciation (LOA)

The Subcommittee Chair/Vice Chair shall disseminate Letters of Appreciation to Subcommittee members who meet the minimum standards for participation as described in Section 3. 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 an LOA as deemed appropriate.

# ARTICLE III SUBCOMMITTEE PROCEDURES

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

The Subcommittee shall hold at least bimonthly meetings where all Subcommittee members 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.

## **ARTICLE IV APPENDICES**

## APPENDIX I Subcommittee Letter of Appreciation