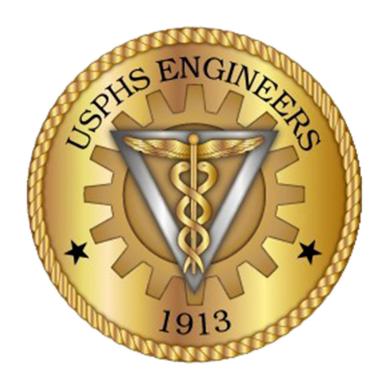# United States Public Health Service

Engineer Professional Advisory Committee (EPAC)

Information Subcommittee

Standard Operating Procedures (SOP)

Revision 00, July 2020

Document History Record for

Information Subcommittee
Standard Operating Procedures

Revision Number	Revision Date	Description of Changes
00	30Jul20	Initial draft

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 Home Page

EPAC Governing Documents

- Charter (2013)
- Bylaws (2020)

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ARTICLE I PURPOSE

The Engineer Professional Advisory Committee (EPAC) Information Subcommittee Standard Operating Procedures (SOP) provides operational and procedural guidance for the EPAC Information Subcommittee. For the Information Subcommittee mission and general responsibilities, refer to the EPAC Charter, Part IV, Functions, and the EPAC Bylaws, Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to functions within the EPAC Information 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 Information Subcommittee consists of the following Workgroups:

A. Content Management Workgroup: Maintains the EPAC website (https://dcp.psc.gov/osg/engineer/), strives to ensure compliance with relevant government website posting requirements (e.g., 508 compatibility), and processes requests for content updates. In collaboration with other EPAC Subcommittees, ensures website content is readily available, useful, and up-to-date.

B. EPAC Newsletter Workgroup: Publishes bi-annual EPAC Newsletter and provides articles for submission to the Combined Category Newsletter and/or other appropriate outlets.

C. All Access All Partner (APAN) EPAC Sharepoint Workgroup: Maintains, monitors, and moderates APAN EPAC Sharepoint site to allow EPAC Subcommittees a stable platform to archive, store, and/or house EPAC-related work.

Section 2.   Leadership Roles

A. Chair and Vice-Chair

   1. Responsibilities
      a. Organize and approve meeting agendas in advance for all meetings.
      b. Develop action plans for projects for the year and submit to the EPAC Chair for review at the beginning of each operational year.

    c. 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).
    d. Assign action items to Subcommittee Workgroup Leads and ensure milestones are met.
    e. Coordinate and communicate with the EPAC Chair regarding progress, goals, reviews and initiatives of the Subcommittee, highlighting when CPO involvement is required.
    f. Report Subcommittee accomplishments and other noteworthy news to the EPAC.
    g. Provide orientation to new Subcommittee Volunteers.
    h. Select Volunteers for Workgroup leadership roles.
    i. Summarize accomplishments for the operational year to submit to the EPAC Chair.
    j. Serve as, or designate, Information Technology (IT) PAC Liaison.

B. Workgroup Leads

    1. Responsibilities
        a. Assign specific tasks and responsibilities to individual Workgroup Volunteers as needed to accomplish tasks.
        b. 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.
        c. Submit regular updates on Workgroup progress to Subcommittee Chair and Vice-Chair.

C. EPAC Chair

    1. Responsibilities
        a. Convey directions/decisions from the Office of the Surgeon General to the Information Subcommittee regarding the EPAC website.

D. Chief Professional Officer (CPO)

    1. Responsibilities
        a. Convey directions/decisions from the Office of the Surgeon General to the Information Subcommittee regarding the EPAC website.

        b. Compose a CPO article for each EPAC Newsletter.

        c. Provide final acceptance for each EPAC Newsletter prior to publication.

Section 3.   Subcommittee Involvement

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

A. 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.
B. Accept and follow through on assignments.
C. Think in terms of the welfare of the group rather than personal interests.
D. 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.   Content Management Workgroup Procedures

A. After making good-faith effort to ensure documents are in a 508 compliant format (see https://www.hhs.gov/web/section-508/index.html for more info, including helpful checklists; or JOAG's 508 compliance training at https://community.max.gov/download/attachments/1035339098/JOAG%20508%20Compliance%20Presentation%20Final.ppt?api=v2 may also be helpful), requester submits content update request to EPAC-postings@list.nih.gov.
B. Available Workgroup member (including Workgroup Lead) notifies others on listserv of their intent to address posting request. If no Workgroup member responds within 3 business days to the listserv, the Information Subcommittee Chair will either
   1. Address the request themselves,
   2. Assign the request to a specific Workgroup member, or
   3. Notify the requester if it will take longer than usual to process their request. If this notification is needed, the Chair will inform the listserv of any action(s) taken.
C. The member that has agreed or been assigned to process the posting request (i.e., the "poster") verifies/ensures 508 compliance and that proper approvals and authorizations (e.g., consent for photo/information sharing on a public website) have been received. For any questions about content management, poster should coordinate with IT PAC Liaison.
D. Within 7 business days, the poster processes posting request and submits content updates for posting (i.e., "Sync" request). **Note**: actual timing of public posting depends on when DCCPR processes the "Sync" request; the Workgroup does not control when DCCPR processes these requests.
E. The poster will contact the requester
   1. If there are questions about content,
   2. If it will take longer than 10 business days total to complete the request, or
   3. When updates have been submitted to DCCPR for posting. The poster and requester are responsible for ensuring accuracy of new content once it is posted to the public website.

F. Workgroup members are responsible for using professional judgment about appropriateness of content updates. Questions or concerns about whether content is appropriate to post will be directed to the Chair.

Section 3.   <u>EPAC Newsletter Workgroup Procedures</u>

A. Solicit and request articles to be received from PHS Engineering Officers by Feb 28th/29th and August 31 for the Spring and Fall Newsletter. Advertising will be done through announcements at the EPAC meeting by the Information Subcommittee Chair or Vice-Chair as well as through the EPAC email listserv.
B. Edit articles for spelling, grammar, size, images, etc. Finalize articles in collaboration with authors, making a good faith effort to help ensure all public content is compliant with 508 accessibility guidelines.
C. Timeline. From the date articles are received, the EPAC Newsletter Workgroup will draft newsletter within 60 calendar days. The Information Subcommittee will then perform an internal review requiring 14 additional days. After the internal review is complete, the draft newsletter will be sent to the CPO for final acceptance prior to publication – with a return request of 7 days.
D. Publication will be done through the EPAC listserv as well as posting on the EPAC website each spring and fall.

Section 4.   <u>APAN EPAC Sharepoint Workgroup Procedures</u>

A. Maintain Sharepoint site to allow EPAC Subcommittees a place to archive and share documents pertaining to EPAC activities.
B. Admit new members and moderate site as needed.
C. Ensure no Personal Identifiable Information (PII) is stored on this platform.

Section 5.   <u>Recognition</u>

A. <u>Letters of Appreciation</u>: 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, 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.
B. <u>Certificates of Appreciation</u>: 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

There are no appendices at this time.