



EPAC Career Development Subcommittee Project Charter



Project Title

Documenting MOU/MOA with non-HHS agencies along with Engineer Position Options

Project Team

CDR Kurt Kesteloot (Project Lead)
CAPT Eric Hanssen

Project Purpose

This project will work with the Recruitment and Retention Subcommittee to provide the MOUs for USPHS officers to non-HHS agencies and list opportunities available with non-HHS agencies for USPHS Engineers (i.e. geographically, billet, type of engineer work). In addition, this project will help ensure the “Where we serve” section of <https://www.usphs.gov/about-us> accurately displays locations of all USPHS engineers.

Project Stakeholders

USPHS Engineers – aware of various Agencies/positions outside of HHS
EPAC Members/Engineer Promotion board – potentially could impact the members so they are equally distributed amongst Agencies where USPHS Engineers serve
Chief Professional Officer – would be aware of all MOUs and potentially create more Agency’s professional development programs – could modify options to benefit USPHS engineers
Agency Liaisons – could tailor openings to USPHS Engineers

Project Schedule/Milestones

28FEB2021 – Emails to all non-HHS Agency Liaisons requesting a copy of the MOA/MOU and a list of all positions available to engineers
01APR2021 – Follow up with Agency Liaisons regarding positions and MOA/MOU
01JUN2021 – Draft a table of all positions available to engineers
01SEP2021 – Finalize a table of all positions available to engineers and present to CDS with MOA/MOUs
01NOV2021 – Complete project and work with CDS to present to EPAC and distribution to PAC/Website

Project Deliverables

White paper/table of engineer opportunities within each non-HHS agency.
Collection or summary of all non-HHS agency MOUs/MOAs

Team Communication

Meetings will occur first Tuesday of each month at 3:30 pm central time and last no longer than 1 hour. If meetings are not needed for the month, emails will be sent.

Assumptions/Constraints

This project will not cover HHS agency positions for engineers and will provide generic positions for officers if agency liaisons cannot provide positions and billets to EPAC.



EPAC Career Development Subcommittee Project Charter



Approval

Project Lead, CDR Kurt Kesteloot

CDS Leadership