



EPAC Career Development Subcommittee Project Charter



Project Title

Developing Career Track Guidance

Project Team

LCDR Noah Buikema (Project Lead)

Project Purpose

The purpose of this project is to develop career track guidance for various engineer specialties (civil, mechanical, environmental, biomedical, electrical, industrial, chemical) in various engineer roles at Agencies USPHS engineers serve.

This project will start with confirming all information on the 2003 Engineer Handbook is available on the EPAC website or obsolete. This purpose of this is to guarantee valuable historical information is not lost as EPAC continues the transition to a predominately digital world. If something from the Engineer Handbook is not available on the EPAC website, the team will ensure the information is placed on the EPAC website.

The project team will then develop career track guidance from information in the handbook, specifically Chapter 3 and 4, and the biographies of the Council of Captains to develop guidance for the engineer specialties at Agencies USPHS engineers serve

Project Stakeholders

USPHS Engineer Officers – will be aware of the history of USPHS engineers as well as the various opportunities to serve

CPO – will be able to provide CCHQ with the various roles USPHS engineers serve, will review career track guidance and provide concurrence

Agencies – will be able to increase awareness of potentially hard to fill engineer roles

Project Schedule/Milestones

01MAR2020 – Complete reading 2003 Engineer Handbook and either finding items on EPAC website, stating information needs to be uploaded to EPAC website, or determining information is obsolete

01APR2021 – complete career track guidance for one engineer specialty to confirm information is meeting the request of CPO to EPAC CDS

01JUN2021 – complete career track guidance for second engineer specialty following edits/guidance from CPO on initial career track guidance

01DEC2021 – Project Lead will complete career track guidance for all seven specialties named and distribute to EPAC listserv for engineers to inform project lead of missing career track specialty

Project Deliverables

The review document of the 2003 Engineer Handbook will reference where information from each chapter is located or justification for why information is obsolete



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The career track guidance will be broken into separate documents by engineer specialty (civil, mechanical, environmental, biomedical, electrical, industrial, chemical). This document will then list potential roles and corresponding billets at each Agency.

Team Communication

Meetings will occur first Tuesday of each month at 1:00pm and lasting no longer than 1 hour

Assumptions/Constraints

- Assumption: The main engineer specialties are civil, mechanical, environmental, biomedical, electrical, industrial, chemical
- Constraint: The project will focus on the main engineer specialties of USPHS officers, additional specialties will be evaluated after completion of the seven
- Assumption: If career track is not found by group, officer in that unique specialty will reach out to team
- Assumption: obsolete decision of items in 2003 Handbook will be evaluated by EPAC CDS for concurrence
- Assumption: Project will notify EPAC CDS of information that should be uploaded to EPAC website from 2003 Handbook but will not start a new project of a white paper from information that is missing on website

Approval

Project Lead, LCDR Noah Buikema

CDS Leadership