

**BYLAWS
OF THE
ENGINEER PROFESSIONAL ADVISORY COMMITTEE**

March 2010

ARTICLE I

I. MEMBERSHIP

Sec. 1 Basic Eligibility Requirement

See Charter, paragraph V (1) for eligibility requirements for initial appointment as a Public Health Service (PHS) engineer to the Engineer Professional Advisory Committee (EPAC). Throughout this document the term "engineer" also connotes "architect."

Sec. 2 Size of the EPAC

The EPAC shall have a maximum of 20 voting members.

Sec. 3 Organizational Representation

The Charter, paragraph V (4) defines the rationale for distributing voting members by Agency. In the Civil Service (CS) system, only the engineers in the 800 personnel series identified in Attachment A shall be counted. In the Commissioned Corps (CC) system, all Commissioned Officers in the engineering category shall be counted. Using these numbers, the Rules Subcommittee shall prepare and submit to the EPAC for approval, an Agency Distribution Table showing the recommended EPAC composition by Agency. The Rules Subcommittee shall consider the Charter, paragraph V (4 thru 7) in determining the distribution of the 20 voting members of the EPAC. In addition:

- 1) Three of the 20 voting members shall be selected "At-Large" and without consideration of Agency affiliation.
- 2) After one voting member has been allocated to each agency with 10 or more total engineers, the remaining voting members shall be apportioned by the Rules Subcommittee. Adjustments to the number of members apportioned to a specific agency shall be made only as member terms are completed.

Sec. 4 Professional Seniority

In addition to the provisions of the Charter, paragraph V (8), at least one voting member of the EPAC will be a commissioned officer at the O-3 grade or below; or a civil servant, at the GS-11 level or below.

Sec. 5 Ex-officio Member

The following shall be ex-officio members or liaisons of the EPAC:

- Chief Engineer Officer
- Assistant(s) to the Chief Engineer Officer
- Executive Secretary of the EPAC
- Commissioned Officers Association (COA) Representative
- The Infrastructure Security Partnership (TISP) Representative

- Junior Officer Advisory Group (JOAG) Representative
- Office of Commissioned Corps Force Management (OCCFM) Representative
- Office of Commissioned Corps Operations (OCCO) Representative
- Office of Force Readiness and Deployment (OFRD) Representative
- Society of American Engineers (SAME) Representative
- the immediate previous EPAC Chairperson; except when the individual is a voting member of the EPAC

Additional ex-officio members or liaisons may be recommended to the EPAC by the EPAC Chairperson as needed. Except for the Chief Engineer, the ex-officio or liaison member's term must be approved by the EPAC membership annually.

Sec. 6 Term of Appointment

The EPAC shall maintain a published list of the current EPAC membership and their respective term of appointment. Should a member transfer to another Agency during his/her term in office, the member must obtain the written approval of the new Agency's Representative to the Office of the Surgeon General (OSG) for continued participation on the EPAC.

Sec. 7 Alternates

Each EPAC member is responsible for identifying an alternate during his/her term in office. Refer to Attachment B for a sample memorandum that is to be used in identifying an alternate. The EPAC member is responsible for obtaining all required signatures.

Sec. 8 Nomination Process

The Charter, paragraph VI generally describes the nomination process. More specifically for the EPAC:

- 1) Nominations will be solicited in April and May, and self nomination forms (Attachment C) will be accepted through June 30.
- 2) Nominations, self or otherwise, shall include a copy of the nominee's current curriculum vitae or resume to aid in the selection process.
- 3) The name(s) of all nominees will be transmitted by the Chief Engineer to the nominees' respective Agency Representative to the OSG by July 15. The Agency Representative may endorse or fail to endorse the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominee(s). Agency Representative response shall be requested by August 31.
- 4) The Rules Subcommittee shall review the Agency Representative responses to ensure the nominations meet representation criteria. To prevent an appearance of conflict of interest, Subcommittee members up for membership shall be excluded from participating in this review. Subcommittee members up for membership renewal may be excluded from participating in this review at the discretion of the Subcommittee Chair. Additional EPAC assistance may be sought if necessary by the Subcommittee Chair. The Subcommittee shall present its findings and recommendations regarding approval of the nominees to the EPAC membership at the following EPAC meeting.

5) A final list of nominees considered by the EPAC to be highly qualified, who are endorsed by their Agency Representatives, and meet representational criteria in the EPAC Charter, will be sent by the Chief Engineer to the Surgeon General for selection by October 10. Surgeon General approval shall be sought prior to December 15.

Sec. 9 Participation

- 1) Each EPAC member shall participate in scheduled EPAC meetings as outlined in the Charter, paragraph VII.
- 2) Each EPAC member, if not serving in a Subcommittee Chairperson role, shall be a member of two Subcommittees minimum.

II. MEETINGS

Sec. 1 Meetings will be held 8 to 10 times per year when practical and will be scheduled by the Chairperson.

Sec. 2 Special meetings may be called by a majority vote at any regular meeting at which a quorum is present, or by the Chairperson.

Sec. 3 A meeting agenda, with appropriate background material, shall be distributed to the EPAC members before each meeting.

Sec. 4 Records and Reporting

- 1) In accordance with the Charter, paragraph X (2) (a), minutes of each EPAC meeting will be developed. The EPAC Chairperson will review the minutes prior to distribution.
- 2) Once reviewed by the EPAC Chairperson, minutes shall be labeled "draft" and distributed to EPAC members for review and further distribution to PHS engineers within 2 weeks of the meeting.
- 3) Draft minutes shall be presented to the EPAC for approval at the next EPAC meeting.
- 4) Approved minutes and reports of the EPAC will be distributed to all other PAC Chairpersons, all Chief Professional Officers (CPOs), and to the Surgeon General.
- 5) The EPAC Chairperson will provide a quarterly EPAC status report to the Chief Engineer to distribute to all PHS CS and CC engineers, either as a separate mailing or as part of the Announcements from the Office of the Chief Engineer.

III. ELECTIONS OF OFFICERS

Sec. 1 Chairperson-Elect

The nominees for Chairperson-Elect will be presented to the EPAC one month prior to election. On Election Day, the nominees will be allowed to give a speech in support of their candidacy before the EPAC. The presentations will be limited to ten minutes. The election will be held no later than October of the election year.

ARTICLE II

DUTIES OF OFFICERS

Sec. 1 Chairperson

The Chairperson is responsible for leading the EPAC in fulfilling its mission. The Chairperson's duties and responsibilities are: preside at meetings of the EPAC and work with the Executive Secretary to coordinate meeting agenda and agenda topics; serve as an ex-officio member of all subcommittees; monitor all subcommittee functions and is instrumental in appointing members to subcommittees; attend Chief Professional Officer/Professional Advisory Committee (CPO/PAC) meetings; meet regularly and on an impromptu basis with OCCO staff in such matters as engineer billets, long term training, appointment standards for engineers, etc.; guide efforts to influence policy development affecting engineers including utilization, training, recruitment, orientation, compensation, professionalism, and award recognition; provide advice and consultation to the Chief Engineer on matters related to professional activities and personnel issues affecting engineers; work closely with the Office of the Chief Engineer in planning, arranging and presenting the Engineer Career Development Seminar; establish and maintain close relationships with representatives from other PACs and consults with those organizations as necessary to ensure the attainment of PHS objectives; serve as the contact point to the PHS awards coordinator for categorical awards (CFEE, NSPE, etc.); serves as the contact point for the engineer category for PHS Recruitment; regularly discusses CC engineer applicant issues and recruitment issues with designated engineer recruits; represent the EPAC at the engineering functions at the annual USPHS Training and Scientific Symposium; and orient new EPAC members. When representing the EPAC, will act in the best interest of the EPAC.

Sec. 2 Chairperson-Elect

The primary duty of the Chairperson-Elect is to acquaint themselves with the ongoing business of the EPAC and the duties of the Chairperson to ensure a smooth transition when the Chairperson-Elect assumes the office of Chairperson. The Chairperson-Elect will assist the Chairperson in the execution of EPAC business as described in Section 1 of this Article. These duties include: representing the Chairperson at the EPAC or EPAC related meetings in their absence; actively participating with the Chairperson in fulfilling the EPAC mission; custody of the EPAC's Charter and Bylaws and all other records and documents of the EPAC; maintaining the EPAC membership list comprised of mailing addresses, telephone numbers, facsimile numbers and E-Mail addresses; maintaining formal copies of the EPAC meeting minutes; and coordinating speakers and agenda for the EPAC meetings. The Chairperson-Elect also serves as the Chairperson of the EPAC Rules Subcommittee and is responsible for amending and updating the EPAC Charter and Bylaws; and managing Rules Subcommittee meetings and minutes.

Sec. 3 Executive Secretary

The Executive Secretary is responsible for the EPAC records and correspondence. The Executive Secretary: keeps an accurate record of the meetings and activities of the EPAC; is responsible for recording the EPAC member attendance at scheduled meetings; and is available to meet with the EPAC Chairperson and Chairperson-Elect regarding engineer related matters that require immediate attention. The Executive Secretary also assists the EPAC Chairperson with: orienting new EPAC members and officers in their duties and responsibilities; preparing special EPAC resolutions, and intramural and extramural correspondence; and other administrative duties.

Sec. 4 Immediate Past Chairperson

The Immediate Past Chairperson provides advice and counsel as requested by the Chairperson and is an ex-officio member of the EPAC until such time that there is a new immediate past Chairperson.

ARTICLE III

SUBCOMMITTEES

Sec. 1 Standing Subcommittees

As a minimum, the EPAC shall have the following standing subcommittees: Rules, Awards, Recruitment and Retention, Career Development, USPHS Training and Scientific Symposium, Information, The Public Health Engineering Practice Subcommittee, Deployment Preparedness, and Mentoring. All subcommittee chairpersons, except the Rules Subcommittee Chairperson, shall be appointed by the EPAC Chairperson on an as needed basis. The EPAC Chairperson, with the assistance of the subcommittee chairpersons, shall present to the EPAC for review and approval, a prioritized listing of subcommittee responsibilities/work assignments at least once each year.

Sec. 2 Additional Subcommittees

The EPAC Chairperson may create additional subcommittees to assist in accomplishing the mission of the EPAC. Each additional subcommittee shall be provided with a statement of purpose and prioritized listing of responsibilities/work assignments at the time of creation. Additionally, these subcommittees shall have a working life of not more than one year, unless otherwise extended by the EPAC.

Sec. 3 Rules Subcommittee

The Rules Subcommittee shall be responsible for discussing issues relevant to operating procedures for the EPAC; to handle and recommend to the EPAC actions necessary for smooth administrative operation; and to evaluate and make recommendations on those issues that may arise which do not fit the responsibilities of the other standing subcommittees. Recurring responsibilities include but are not limited to:

- Tri-annual reevaluation of the EPAC Charter
- Issues relevant to the Surgeon General's EPAC Maintenance Agreement
- EPAC Membership, review of potential EPAC Members and evaluate distribution of EPAC members
- Commissioning Standards
- Bylaws, election procedures, and general operations
- Serves as Nominating Committee whenever needed
- Promote EPAC attendance and participation; recommend attendance-related membership changes to EPAC Chairperson

Sec. 4 Awards Subcommittee

The Awards Subcommittee shall evaluate engineer nominees for awards (such as the NSPE Federal Engineer of the Year, the PHS Engineer Literary Awards, and any other similar awards where one PHS nominee must be selected from amongst many).

The subcommittee shall advise the EPAC on ways to pro-actively encourage supervisors to submit both CC and CS PHS engineers for awards; and shall provide for distribution, notices and reminders of award schedules. Responsibilities of this subcommittee include but are not limited to the following:

- Evaluate award nominations submitted to the EPAC
- Prepare guide/schedule of annual award nominations
- Draft memoranda recognizing outgoing EPAC Members, EPAC Chairperson, and CPO upon the expiration of appointments
- Develop draft example award write-ups for engineers' supervisors to assist them in submitting award nominations

Sec. 5 Recruitment and Retention Subcommittee

The Recruitment and Retention Subcommittee shall advise and support EPAC goals to advance the recruitment and retention of engineers and architects. Responsibilities of this subcommittee include but are not limited to the following:

- Identify career paths and opportunities.
 - Increase information sharing concerning recruiting, retention and development.
 - Increase PHS support for continuing education and registration.
 - Ensure challenging positions exist for engineers at all levels.
- Identify human resource needs for engineers.
- Develop system to maintain pool of candidates (especially CS).
 - More junior engineers.
 - Increase number of engineer applications.
 - Greater use of and retention of COSTEPS.
 - Increase number of engineer positions.
- Succession planning.

Sec. 6 Career Development Subcommittee

The Career Development Subcommittee shall advise the EPAC on issues affecting CS and CC engineer career progression, assignments, evaluations, promotions, and job satisfaction. Responsibilities of this subcommittee include but are not limited to the following:

- Position Classification (Billets)
- Promotions
- Performance Evaluation
- Pay and Allowances
- Training (Long and Short Term)

Sec. 7 USPHS Training and Scientific Symposium Subcommittee

The USPHS Training and Scientific Symposium Subcommittee shall advise the EPAC on matters related to planning and implementing the Category Day Agenda for the annual USPHS Training and Scientific Symposium sponsored by the Commissioned Officers Foundation (COF). Responsibilities of this subcommittee include but are not limited to the following:

- Develop Category Day Agenda, including identifying appropriate speakers
- Coordinate Category Day program with the COF Conference Planning Committee
- Manage Category Day activities during the symposium
- Complete all after-action items to ensure all presenters are properly recognized

Sec. 8 Information Subcommittee

The Information Subcommittee shall advise the EPAC on ways for informing PHS Engineers of the activities, accomplishments, and opportunities available in engineering throughout the PHS by disseminating information. The subcommittee will ensure the webpage is updated as needed with relevant information provided through the EPAC. Responsibilities of this subcommittee include but are not limited to the following:

- Respond to questions, inquiries, and feedback received via the website
- Engineer Listserv
- Engineer Newsletter
- Maintaining and Updating the Engineer Webpage

Sec. 9 Deployment Preparedness Subcommittee

The Deployment Preparedness Subcommittee shall advise the EPAC on matters affecting the preparedness, assignment and support of PHS engineers regarding public health emergencies. Responsibilities of the subcommittee include but are not limited to the following:

- Assist and promote the effective use of engineers in response to emergencies affecting public health
- Inform PHS engineers about and assist with emergency response training opportunities and deployment processes
- Monitor and facilitate engineer officer compliance with Force Readiness Standards
- Promote coordination among related disciplines and Agencies to ensure a multi-disciplinary approach to public health emergency response

Sec. 10 Public Health Engineering Practice Subcommittee

The Public Health Engineering Practice Subcommittee shall advise the EPAC on issues related to public health engineering practice. The subcommittee shall promote a forum to discuss common concerns and provide a professional practice bridge, both between PHS OPDIVs and with outside agencies and organizations. Responsibilities of the subcommittee include, but are not limited to the following:

- Provide leadership for PHS engineers to identify and disseminate best public health engineering practice.
- Present public health engineering practice issues, with analysis, information and possible solutions to the Engineer Professional Advisory Committee.

Sec. 11 Mentoring Subcommittee

The Mentoring Subcommittee shall administer the EPAC Mentoring Program for PHS engineers and architects. Responsibilities of the Subcommittee include, but are not limited to the following:

- Recruitment of mentors and protégés for participation in the program
- Pairing of mentor/protégé teams
- Coordinating evaluations from program participants
- Revision of the program based upon participants' evaluations
- Updating the Mentoring Program handbook and web site
- Serving as an educational and advisory resource to program participants
- Advising the EPAC on matters related to the Mentoring Program

ARTICLE IV

RULES OF ORDER

Sec. 1 The general procedure of meetings of the EPAC shall follow the "Roberts Rules of Order Newly Revised" on parliamentary procedure, insofar as they do not conflict with any provisions of the EPAC's Charter and Bylaws.

ARTICLE V

AMENDMENTS

Sec. 1 These Bylaws may be amended verbally at any regular meeting of the EPAC, at the discretion of the EPAC Chairperson, with unanimous consent of the members present. Otherwise, such amendment must be proposed in writing by a member at the meeting immediately preceding that at which the amendment is to be voted. The amended Bylaws maintained by the Rules Subcommittee Chairperson will be distributed to all EPAC members when amended, and distributed annually to all PHS engineers on the mailing list.

Attachments:

- A - Professional Occupational Series for Engineers and Architects Eligible for the EPAC Membership
- B - SAMPLE - Designation of Alternate Memorandum
- C - EPAC Self-Nomination Form

ATTACHMENT A

Professional Occupational Series for Engineers and Architects Eligible for EPAC Membership	
Civil Service Occupation Series	Series Number
General Engineer	801
Safety Engineer	803
Fire Prevention Engineer	804
Materials Engineer	806
Landscape Architect	807
Architect	808
Civil Engineer	810
Environmental Engineer	819
Mechanical Engineer	830
Nuclear Engineer	840
Electrical Engineer	850
Computer Engineer	854
Electronics Engineer	855
Biomedical Engineer	858
Aerospace Engineer	861
Naval Engineer	871
Mining Engineer	880
Petroleum Engineer	881
Agricultural Engineer	890
Ceramic Engineer	892
Chemical Engineer	893
Welding Engineer	894
Industrial Engineer	896

ATTACHMENT B
SAMPLE - Designation of Alternate Memorandum

(Date)

MEMORANDUM

TO:, Chairperson
(name)
Engineer Professional Advisory Committee

FROM:
EPAC Member Name & Title

SUBJECT: Designation of Alternate

I am appointing the following individual to serve as my alternate to the Engineer Professional Advisory Committee (EPAC).

Name:
Agency:
Address:

Phone:
Facsimile:
E-mail Address:

(Signature)

CONCURRENCE:

Alternate

Alternate's Supervisor

Alternate's 2nd Line Supervisor

Chief Engineer of the U.S. Public Health Service

**ATTACHMENT C
ENGINEER PROFESSIONAL ADVISORY COMMITTEE (EPAC)
SELF-NOMINATION FORM****

I am interested in serving on EPAC. I understand that members are selected to provide a diverse representation of geographic locations, Agencies, minorities, experience levels, and both personnel systems and genders.

NAME: _____ **Agency:** _____

ADDRESS: _____

Telephone #: _____ **FAX #:** _____

E-MAIL ADDRESS: _____

If selected for membership on the EPAC, I would be interested in serving on the EPAC subcommittees identified below: (listed in order of preference with 1 being my first choice)

_____ **Rules**

_____ **Awards**

_____ **Recruitment and Retention**

_____ **Career Development**

_____ **USPHS Training and Scientific Symposium**

_____ **Information**

_____ **The Public Health Engineering Practice Subcommittee**

_____ **Mentoring**

_____ **Emergency Preparedness**

Applicant's Signature

Applicant's Supervisor Signature

Applicant's Supervisor Name/Title

PLEASE RETURN COMPLETED FORM BY June 30th TO: The EPAC Rules Subcommittee

**** PLEASE INCLUDE A COPY OF YOUR CURRENT C.V. WITH THIS FORM**