

EPAC Voting Member Selection Process

- 1.) In April, the EPAC Application Announcement is posted on the EPAC website and included in an Engineer Announcement email. The EPAC Application Announcement provides information on the application process including required documents, signatures, due date, and email address where applications are to be submitted. Interested engineers and architects of the U.S. Public Health Service Commissioned Corps (CC) or Civil Service (CS), within HHS Operating Divisions and Staff Divisions as well as non-HHS organizations to which Corps officers are assigned, are eligible to apply.
- 2.) Applications are evaluated and scored by a review panel. Current EPAC voting members and past EPAC Chairs are eligible to volunteer to serve on the review panel. The EPAC Rules Subcommittee Chair will send an email request for volunteers in June and select the review panel to ensure diverse representation. A formal review of applicants will be performed including:
 - a. Scoring applicants in accordance with established criteria;
 - b. Analysis of voting member seat allocation, taking into consideration the following:
 - i. **Step 1.** A total of 16 seats are allocated based upon the number of CC or CS engineers and architects assigned to the various OPDIVs as follows:
 1. OPDIVs with 10 or more CC engineers assigned are each initially allocated one voting member seat;
 2. The number of seats allocated in Step 1 is then subtracted from the total 16 seats to be allocated based upon the number of CC engineers assigned to the various OPDIVs. The remaining unallocated number of seats required to bring the total to 16 (i.e. if 11 seats are allocated in Step 1, the 5 seats remaining unallocated seats to bring the total to 16) are allocated amongst OPDIVs that have over 6% of the total CC engineers assigned. This data is provided to the Rules Subcommittee Chair by the Chief Engineer.
 - ii. **Step 2.** Four seats are allocated on an “At Large” basis, taking into consideration diversity and succession planning. Diversity includes engineering specialty, geographic location, ethnicity, rank, gender, current voting member term expiration, impending subcommittee leadership openings, experience level, personnel systems, etc.
- 3.) In September, the review panel’s recommended slate of new voting members will be sent to the current EPAC voting members, along with each proposed new voting member’s CV Cover Page. The current EPAC voting members will be asked to cast a yes or no vote for the complete slate of new voting members by email.
- 4.) Prior to official announcement of the new voting members, the EPAC Rules Subcommittee Chair will send all applicants an email informing them of their status after the EPAC vote. However, selection as an EPAC voting member is not final until approved by the Office of the Surgeon General (OSG).
- 5.) By early November, the Chief Engineer sends the final list of nominees to the OSG for approval.
- 6.) Surgeon General approval is to be sought prior to December 15th.