

# THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES 23 April 2004



| Therapist Professional Advisory Committee   |  |   |
|---|--|---|
| CAPT Charles McGarvey<br>Chief Professional Officer<br>National Institutes of Health<br>Building 10, Room 6s235<br>10 Center Drive, MSC 1604<br>Bethesda, MD 20892<br>Phone: 301-496-2844<br>FAX: 301-480-0669<br>E-mail:<br>charles_mcgarvey@nih.gov | CDR Nancy Balash<br>Chair, TPAC<br>Yakima Indian Health Center<br>Physical Therapy Department<br>401 Buster Rd<br>Toppenish, WA 98948<br>Phone: 509-865-2102<br>FAX: 509-865-5166<br>E-mail:<br>nbalash@yak.Portland.ihs.gov | LCDR Rita B. Shapiro<br>Executive Secretary, TPAC<br>Center for Medicare & Medicaid<br>Mail Stop S3-02-01<br>7500 Security Boulevard<br>Baltimore, MD 21244-1604<br>Phone: 410-786-2177<br>FAX: 410-786-8532<br>E-mail:<br>rshapiro@cms.hhs.gov |

If you have information you would like to pass on, or have a question for TPAC please do not hesitate to contact your Field Representative, CDR Balash or LCDR Shapiro.

| FIELD REPRESENTATIVE | AGENCY                 | EMAIL                              | Phone#               |
|----------------------|------------------------|------------------------------------|----------------------|
| LCDR Liza Figueroa   | Field Rep. Coordinator | liza.figueroa@pimc.ihs.gov         | (602) 263-1561       |
| LCDR Cindy Carter    | IHS Multi-site         | cindy.carter@mail.ihs.gov          | (918) 458-3260       |
| LT Terry Boles       | Multi-Agency           | TBOLES@ora.fda.gov                 | (480) 829-7396 x19   |
| LT Jeffrey Lawrence  | IHS NM                 | Jlawrence@abq.ihs.gov              | (505) 552-5431       |
| LCDR Robert Roe      | IHS NW                 | rroe@sip.flathead.billings.ihs.gov | (406) 745-3525       |
| LCDR Jenevieve Neros | IHS AK                 | Jenevieve.neros@searhc.org         | (907) 966-8312       |
| LT Justin Feola      | BOP WEST               | Jfeola@bop.gov                     | (417) 8371738        |
| LT Michelle Peterman | CMHS                   | Gatoram2@aol.com                   | (202) 645-7610       |
| LT Joseph Golding    | IHS AZ                 | liza.figueroa@pimc.ihs.gov         | (602) 263-1561       |
| LCDR Fred Lief       | BOP EAST               | flief@bop.gov                      | (859) 255-6812 X 362 |
| CDR Karen Siegel     | NIH                    | KSiegel@cc.nih.gov                 | (301) 496-9890       |

**DATES FOR FUTURE TPAC MEETINGS:**

18 May 04 at COA., 27 August 04, 22 October 04. CALL IN NUMBER: 1-888-381-8510 PASS CODE: 87222

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
23 APRIL 2004**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OLD BUSINESS
  - A. Action Item Review  
-Tracking of Therapists N. Balash
  - B. Member Elections R. Shapiro
    - 1) TPAC Members
    - 2) TPAC Chair Nomination
  - C. COA Category Day D. Munoz
- V. NEW BUSINESS
  - A. Structure and Process N. Balash
- VI. REPORTS
  - A. Chief Professional Officer C. McGarvey
  - B. Chairperson N. Balash
  - C. Administrative Committee R. Shapiro
  - D. Strategic Growth Committee M. Melanson
  - E. Information Management S. Newman
  - F. Readiness B. Drinkard
  - G. Professional Development L. Goode
  - H. Discipline Liaisons:
    - Audiology F. Weaver
    - Occupational Therapy R. Parks
    - Physical Therapy M. Smith
    - Speech Language Path B. Solomon

**Future TPAC meeting dates:** 18 May 04 at COA, 27 August, 2004, 22 October 2004

Therapist Website: <http://www.cc.nih.gov/rm/pt/tpac.htm>

# Therapist Professional Advisory Committee Meeting Minutes

Date: 23 April 2004

Time: 1200 – 1430 hours EDT

Location: Teleconference

## I. CALL TO ORDER: 1200 PM EDT

Roll Call:

MEMBERS:

|                            |                    |
|----------------------------|--------------------|
| CDR Nancy Balash           | Chair              |
| LCDR Rita Shapiro          | Secretary          |
| CAPT Terry Cavanaugh       |                    |
| CDR Bart Drinkard          |                    |
| CDR Scott Gaustad          | Proxy CDR Payne    |
| CDR Lois Goode             |                    |
| LCDR Michelle Jordan       |                    |
| CAPT Linda Hemingway       | Proxy CDR W-Lief   |
| LCDR Grant Mead            | Proxy CDR Drinkard |
| LCDR Mark Melanson         |                    |
| LCDR Sue Newman            | Proxy CDR J W-Lief |
| CAPT Rebecca Parks         |                    |
| CDR Eric Payne             |                    |
| CDR Susanne Pickering      |                    |
| CDR Frank Weaver           |                    |
| CDR Jessie Whitehurst-Lief |                    |

Ex-Officio Member: CAPT McGarvey CPO (On Travel)

GUESTS: CAPT Mark Dardis  
CDR Michelle Smith  
CDR Doug Munoz  
LCDR Ron West  
LCDR Liza Figueroa  
LT Justin Feola  
LT Joseph Golding

## II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted as written.

## III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

Meeting minutes of February 27, 2004 meeting had been provided via e-mails to all TPAC members and were approved following motion by CDR Payne and 2<sup>nd</sup> by CDR Goode.

#### IV. OLD BUSINESS

##### ACTION ITEM REVIEW:

A: Tracking of Therapists: LCDR Melanson now has the access to Officer Locator on the DCP Website. This will allow for tracking of Officers new or transfers. However, to track civil service therapists reliance on the Filed Reps is the only method at present.

B: Member Elections: The elections are complete and the results are being tallied and submitted for agency concurrence. The new elected member names will be announce at the TPAC meeting at COA in Alaska.

CDR Balash is completing her two years as the TPAC Chair and a new chair nomination will be made at the COA in Alaska. An election will also be conducted via voice vote. To be nominated for the TPAC Chair position, the officer must be O-5 or above.

Committee and Subcommittee Chairs: New chair will need to be appointed for the following:

Professional Development Committee (to replace CDR Goode)

Finance Subcommittee (to replace CDR Fultz who has requested to resign)

Committee chairs have the ability to pick the Subcommittee chairs with concurrence from the TPAC Chair.

To allow for maximum participation by all TPAC members, CDR Balash recommended placing term limit on the Committee Chair positions to maximum of three years. After much discussion, motion was made by CDR Pickering and was seconded by CDR Goode none opposed. CDR Payne will make a policy modification to reflect this change.

- C. COA CATEGORY DAY: CDR Munoz informed that CDR Susanne Pickering will be the Luncheon Speaker at the COA Therapist Category Day Meeting. She will present information from her Ghana trip and other public health items.

The Annual Retirement ceremony has been cancelled due to non-participation of the retirees.

The TPAC Meeting is scheduled at 4:00 p.m. Alaska time (8:00 p.m. EDT) for approximately 2.5 hours. Phone number for the call will be 1-888-381-8510 and the pass code: 87222. CDR Pickering is the POC for conference call inquiries. There will be numerous speakers and paper presentation. CDR Munoz has obtained approval of the Alaska APTA for the CEU's.

The BMI Testing at the COA will be at the Eagan Center, which is located below the Registration desks. LCDR Kathleen Manrique is the point of contact for that. She is looking for volunteers for both Sunday and Monday.

There will be a category dinner evening beginning 7:00 p.m. Alaska time. Point of contact for that is LCDR Dan Weaver. (dweaver@anmc.org)

There was discussion regarding regularly scheduled meeting of the TPAC in June 2004. Given the fact that there is an additional meeting in May, it was recommended to cancel June 2004 meeting. Motion was made by CAPT Parks that the May 18, 2004 TPAC Meeting be in lieu of the June 25, 2004 meeting. CDR Payne seconded motion and the motion passed without opposition.

## **V. NEW BUSINESS**

Structure and Process:

Subcommittees are required to submit reports in writing to the Committee chairs two (02) weeks prior to the next scheduled TPAC meeting. CDR Balash reminded everyone to adhere to the customary and accepted format of memorandum writing. Subcommittees must contact their committee chairs at first to get information. Please follow the usual chain of command for information and reporting.

## **VI REPORTS**

### **A. CPO Report**

In absence of the CPO, CAPT McGarvey being on travel, TPAC Chair, CDR Balash incorporated his comments into the Chairperson report.

### **B. TPAC Chairperson**

CDR Whitehurst-Lief has assumed the Category Historian's position and is now proceeding very well with the task at hand. CDR Balash wrote the position description for the category historian, which is now incorporated in the Policy and Procedures manual.

- All of the other PAC's have amended their charters/bylaws to allow for the officers detailed to the OSG to remain in their respective PAC's as an active and voting member. CAPT Parks recommended that more information be gathered from all other PAC's as at the time decision initially was made to exclude the OSG detailed officers from being the Voting PAC members, all PAC's were in agreement.

CDR Balash will make this into an action item to revisit the OSG Detailed officers' participation in the PAC as voting members.

There is now a liaison from the CPO Board to the PAC-Chairs board who presents the information/concerns from the PAC chairs to the SG-CPO-PAC. PAC Chairs do not like this but understand the need for Chain of Command. She obtain information from the CPO Board Liaison to the PAC Chairs.

- The Office Of Commissioned Corps Management (OCCFM) headed now by CAPT Larry Furman, has currently five (05) staff leaving ten vacancies. Those will be divided as 4 civil service and 11 Commissioned Officers (CO's). The OCCFM will be more involved with the position classifications, i.e. the Position and the Billet must coincide, as this will have a major impact on the deployments.
- Office of Commissioned Corps Operations (OCCO) Director position is now passed and the candidates will begin to be interviewed for selection. CAPT Canton has reported that the Selection (Promotion) Boards are half way through. The promotion results for Temporary Promotions and the Exceptional Performance Promotions should be announce on schedule June 30-July 01 2004, time frame. Looking at readiness standards, standards for retention, Immunization requirements, standards of conduct are also being revisited.
- TRICARE: There was concern that Emory Healthcare did not want to participate under the conditions that TRICARE wanted but this now has been worked out. CAPT Bill Atwood in the MAB will have a help desk to assist individual officers on their health care issues. Therapist officers should notify CDR Balash of their TRICARE concerns.
- CCRF: There will be an award ceremony on June 01, 2004 to honor many officers who deployed to Iraq. CCRF staff has worked very hard to ensure that the officers who have completed their readiness requirements, their information was submitted to DCP in a timely manner for the promotion cycle Civil Service deployments also affect the agencies' mission. Hence both the CO and CS deployments must be built into the system. The CCRF offices will relocate temporarily to the third floor of the Twinbrook building until the new Tower building is ready for occupation in three to four months. The CCRF website may not be accessible for a couple of days as it is being updated.
- VADM Carmona wants every one to complete the basic modules for CCRF. We need 50% of the Corps Officers who have completed the Basic CCRF readiness requirements by October 2004. At present we have only 24% who are ready. Therapists are still in the lead but other categories are catching up.
- Five-year physicals must be completed and submitted to the MAB in a timely manner. It is the responsibility of the officer to ensure this is done and not wait for reminders.
- A new manual circular is being released that particularly addresses the readiness standards. There is no policy in place at this time for medical waivers requests. However, pre-deployment and post-deployment health questionnaire is in place.

- Deployments are becoming almost a requirement for promotion and can cause difficulty for some officers with their agency heads. With the officers and some CS deployed, the agency mission is directly affected. Many IHS facilities specifically the Tribal or 638, are reluctant to hire the CO's and besides the CO's not many people are willing to go to many remote places. Another dilemma is the travel funding for the commissioned Officers who are expected to travel for meetings like the COA conference. The agencies are not able to fund this as it is not directly related to the agency mission.

**New action item:** CDR Balash will revisit the issue participation of officers in the TPAC as voting members who are either detailed or assigned to the office the Surgeon General.

**Committee reports: (Written Reports attached)**

**Administrative Committee Report:**

CDR Eric Payne continues to work on updating the Policies and Procedures Manual. The Category Historian has been included. LCDR Figueroa reported on new accessions that were added to the Category Roster. CDR Fultz has requested that a new Finance Subcommittee Chair be appointed and has recommended LCDR Ron West for that position.

**Professional Development Committee:**

CDR Goode reported that further evaluation is necessary for the Special Assignment Awards.

**Information Management Committee:**

**Strategic Planning And Development Committee:**

LCDR Melanson has submitted the written report attached,

**Readiness Committee:**

CDR Drinkard: CCRF and Healthy lifestyles subcommittees:  
CCRF Subcommittee: Multiple deployment roles are being discussed by the CCRF as well as revision of the category CCRF manual and rename it to Therapist Category Readiness Manual. Once these issues are addressed the Readiness Committee will do a presentation to RADM Babb on the multiple roles Therapists can play in an emergency/deployment situation.

**Mentoring:** For questions regarding mentorship contact CDR Smith:  
michaele\_smith@nih.gov

**JUNIOR OFFICERS:**

All junior officers are encouraged to join the Junior Officer list serve:  
<http://list.nih.gov/archives/joag.html>

**FIELD REPRESENTATIVES REPORTS:**

See Field Reports section on web page.

**CLOSING ROLL CALL:**

**MEMBERS:**

|                            |                    |
|----------------------------|--------------------|
| CDR Nancy Balash           | Chair              |
| LCDR Rita Shapiro          | Secretary          |
| CAPT Terry Cavanaugh       |                    |
| CDR Bart Drinkard          |                    |
| CDR Scott Gaustad          | Proxy CDR Payne    |
| CDR Lois Goode             |                    |
| LCDR Michelle Jordan       |                    |
| CAPT Linda Hemingway       | Proxy CDR W-Lief   |
| LCDR Grant Mead            | Proxy CDR Drinkard |
| LCDR Mark Melanson         |                    |
| LCDR Sue Newman            | Proxy CDR J W-Lief |
| CAPT Rebecca Parks         |                    |
| CDR Eric Payne             |                    |
| CDR Susanne Pickering      |                    |
| CDR Frank Weaver           |                    |
| CDR Jessie Whitehurst-Lief |                    |

Ex-Officio Member: CAPT McGarvey CPO (On Travel)

**GUESTS:**

CAPT Mark Dardis  
CDR Michelle Smith  
LCDR Ron West  
LCDR Liza Figueroa  
LT Justin Feola  
LT Doug Henry  
LT Joseph Golding  
LCDR Mercedes Benitez-McCrary  
LT Stephanie Maxfield  
LCDR Kathleen Manrique

**CONCLUSION:** Meeting adjourned at 14:30 Eastern Time



Respectfully Submitted: LCDR Rita Shapiro, TPAC Executive Secretary.  
Concur: CDR Nancy Balash, TPAC Chair.  
Concur: CAPT Charles McGarvey, CPO Therapist Category.

**Attachment A: ADMINISTRATION COMMITTEE REPORT**

April 18, 2004

MEMORANDUM:

From: LCDR Rita B. Shapiro, Chair, Administrative Committee, TPAC  
To: CDR Nancy Balash, Chair, Therapist Professional Advisory Committee  
Subj.: Administrative Committee Report for April 2004

CDR Eric Payne continues to work on updating the Policies and Procedures Manual. A job description for the Category Historian was submitted for inclusion. LCDR Figueroa reported on new accessions that were added to the Category Roster. CDR Fultz has requested that a new Finance Subcommittee Chair be appointed.

Respectfully Submitted

LCDR Rita B. Shapiro

## **ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

### **Memorandum**

**Date:** April 12, 2004

**To:** CDR Nancy Balash, TPAC, Chair  
LCDR Rita Shapiro, TPAC, Executive Secretary

**From:** CDR Lois Goode, Professional Development Committee, Chair

**Re:** **Professional Development Committee Report**  
**Therapist Professional Advisory Committee** April 23, 2004 Meeting

#### **I. Education Subcommittee**

**Chair:** LCDR Corey Dahl

**Members:** LCDR Tarri Randall, LT Terry Boles, LT Jeff Richardson,  
LCDR John Schultz, LT Jeff Richardson,

A. Web page update ongoing.

**(Please see the Web site for updated information. Contact LCDR Dahl (cdahl@bop.gov) if interested in attending a course.)**

B. This Subcommittee is available to assist CDR Doug Munoz for COA Category Day Education Planning.

#### **II. Retirement Recognition Subcommittee**

**Chair:** CDR Lois Goode

**Members:** LCDR Rita Shapiro, LCDR Sue Newman, and LCDR Julia Woodard

A. Teleconference meetings held 3/15/04 and 4/12/04.

B. Category Retirees 2004: CAPT Bonnie Thornton and CAPT Charlotte Richards.

a. CAPT Thornton's bio summary completed by LCDR Newman and posted on the Category web page.

b. CAPT Richards' bio summary forthcoming.

C. Budget adjustments to be made by LCDR Sue New to reflect absence of ceremony.

D. Award order to be placed with Executive Impressions by LCDR Shapiro.

E. Retiree Recognition display to be set-up on Category Day by CDR Goode.

F. CAPT McGarvey has agreed to complete the Category presentation during CAPT Thornton's Retirement Recognition at NIH, September 2004.

G. LCDR Julia Woodard has completed recognition requests from the Governor's Officer, State Senator and State Legislator Offices, for each Retiree, from their respective Home of Record.

#### **III. Mentoring Subcommittee**

**Chair:** CDR Michaele Smith

**Members:** CAPT Rebecca Parks

Six officers called to active duty between 1/1/03 and 3/2/04. CDR Smith is in the process of contacting these officers and looking for mentors to match with them.

**Page Two: Professional Development Report**  
**TPAC meeting 23 April 2004**

This is a request for interested persons to mentor a junior officer within our category. Those of you already in the mentoring database, contact me via email so I may update your forms. If you no longer are interested in being a mentor, contact me to delete your name from the database.

**For those of you new to the program, go to the TPAC website [www.cc.nih.rm/pt/tpac.htm](http://www.cc.nih.rm/pt/tpac.htm), complete and fax the mentoring form to me to be included in the database. The criteria for mentors are also listed on this website. The same process exists for those interested in being mentored.**

**IV. Awards Subcommittee:**

**Chair: CDR Nancy Balash**

**Members: CDR Scott Gausted, CDR Lois Goode**

- A. Nominations for Category Awards submitted to CDR Balash.
- B. Selection Subcommittees established according to the established Guidelines:
  - 1. William Fromherz Award is chosen by prior Active Duty Recipients.
  - 2. Clinician of the Year Award chosen by a Selection Subcommittee to include TPAC Chair, CPO and one Category member.
  - 3. Junior Officer of the Year: Selection Subcommittee to include past active duty recipients, TPAC Chair and CPO.
  - 4. Josef Hoog Award to be chosen by a Selection Subcommittee of Researchers and TPAC Chair.
- C. Award Plaques to be ordered once selections have been made.
- D. Presentations to be awarded May 18, 2004.

**V. Therapist CV Format and COER Task Force**

**Chair: LCDR Michele Jordan**

**Members: CDR Nancy Balash**  
**LCDR Ron West**

CV and CV Cover Sheet Format have been submitted and posted.  
No new activity.

This concludes the Professional Development Committee Report. Thank you,  
CDR Lois Goode

**ATTACHMENT C: INFO-MANAGEMENT COMMITTEE REPORT  
MEMORANDUM**

Date: February 24, 2004

From: LCDR Sue Newman, Information Management Committee Chair

To: CDR Nancy Balash, TPAC Chair  
LCDR Rita Shapiro, TPAC Secretary

Re: Information Management Subcommittees

- I. Web Page Subcommittee, CDR Karen Siegel, Chair  
CDR Siegel reports the category website has been updated:  
-CAPT Bonnie Thornton's retirement biography has been posted in the Retiree Recognition Section.
- II. JOAG, Jeff Richardson, Chair  
No report to date
- III. Historian, CDR Jessie Lief, Chair  
In the process of obtaining and reviewing information from the formal historian,  
CDR Nancy Balash
- IV. Retired Therapist Subcommittee, Leo LaBranche and Selden Wasson  
-An announcement will appear in the CC Bulletin for all Therapist Category Retirees to contact Leo LaBranche or Selden Wasson so a list can be generated as a resource for the Therapist Category.
- IV. Inactive Reserve, Alicia Souvignier, Chair  
-Inactive roster is still being checked and updated will have another list ready for TPAC in May or June. Ms. Souvignier is at souvigniera@sanjuancollege.edu.
- V. TPAC Field Report, LCDR Liza Figueroa, Coordinator  
Refer to report
- VI. Commissioned Officers Association, CAPT Becky Parks, Chair  
No report to date
- VII. Discipline Liaison  
Members: CDR Frank Weaver – Audiologist  
CAPT Becky Parks – OT  
CDR Michael Smith – PT  
Ms. Beth Soloman – SLP

No report to date

## ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

### PHS Therapist Category Vacancies

#### IHS

|      |                   |                              |
|------|-------------------|------------------------------|
| PT   | Anchorage, AK     | Doug Munoz (907)729-1261     |
| PT   | Shiprock, NM      | John Hurley (505)368-7100    |
| PT   | Nome, AK          | Dottie Pinkney (907)443-4525 |
| PT   | Yakima, WA        | Nancy Balash (509)865-5166   |
| PT   | Ft. Defiance, NM  | Mike Faz (505)786-6266       |
| Aud. | “                 | “                            |
| PT   | Sells, AZ         | Rebecca Harry (928)383-7303  |
| PT   | ACL San Fidel, NM | (505) 552-5431               |

#### BOP

|    |              |                           |
|----|--------------|---------------------------|
| PT | Carswell, TX | Jean Marzen (817)782-4572 |
|----|--------------|---------------------------|

#### Others

[www.cdc.gov/ncipc/default.htm](http://www.cdc.gov/ncipc/default.htm)  
[www.cms.hhs.gov/](http://www.cms.hhs.gov/)  
[www.fda.gov/cdrh/index.html](http://www.fda.gov/cdrh/index.html)  
[www.hrsa.gov](http://www.hrsa.gov)  
[www.osophs.dhhs.gov/ophs/](http://www.osophs.dhhs.gov/ophs/)

#### Subcommittee Reports

##### Recruitment-

- Reports submitted by CDR Weaver and LCDR Dahl
- LCDR Dahl to replace CDR Weaver as lead therapist for recruitment
- Currently 10 applicants are boarded and medically cleared all will be called next week.

##### Strategic Growth

- Non-traditional billet project will be under the TPAC web site
- Conference call will be held Apr 29

##### Retention

Survey in its final form was submitted to CDR Balash.

## ATTACHMENT E: READINESS COMMITTEE REPORT

### Therapist Category Readiness Committee



Chair: CDR Bart Drinkard

CCRF Sub Committee  
Chair: LCDR Rita Shapiro  
CDR Suzanne Pickering  
LCDR Kathleen Manrique  
LCDR Corey Dahl  
CDR Matt Taylor  
LT Terry Boles

Healthy Lifestyles Sub Committee  
Chair: CDR Bart Drinkard  
CAPT Becky Parks  
CDR Jeff Fultz  
CAPT Terry Cavanaugh  
CDR Lois Good  
CDR Jessie Lief

Date: 09 APRIL 2004  
To: CDR Nancy Balash, TPAC Chair  
From: CDR Bart Drinkard, TPAC Readiness Committee Chair  
Subject: TPAC Readiness Committee Report

#### **CCRF Sub Committee**

The CCRF Subcommittee is continuing the revision of the Therapist Category Readiness Manual.

#### **Healthy Lifestyle Sub Committee**

The following are highlights of Healthy Lifestyles Sub Committee activity:

- BMI testing / wellness education at the 2004 COA meeting in Anchorage
- BMI testing / Obesity education (PHS Corps representation) at the 2004 APTA meeting in Chicago
- A list of Therapist Category fitness testing volunteers is being compiled to forward to ADM Babb in CCRF in the next several weeks (please see CDR Drinkard for more information)
- Wellness education pocket guides are being reviewed for recommendation to CCRF (see [www.quickseries.com](http://www.quickseries.com) for more information)

Respectfully,

CDR Bart Drinkard