

# THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES 18 FEB 2005



Therapist Professional Advisory Committee		
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CAPT Terry Cavanaugh	IHS	terry.Cavanaugh@searhc.org	907-966-8312
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CDR Bart Drinkard	NIH	bart_drinkard@nih.gov	301-402-3015
CDR Michelle Jordan	HRSA	mjordan@hrsa.gov	301-443-2602
CDR Kathleen Manrique	IHS	manrique@nushtel.net	907-842-5201
CDR Eric Payne	BOP	epayne@bop.gov	507-287-0674x5070
CDR Susanne Pickering	CDC	shp9@cdc.gov	404-639-8834
CDR Frank Weaver	IHS	frank.weaver@shiprock.ihs.gov	505-368-6260
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LCDR Jake Magel	IHS	john.magel@shiprock.ihs.gov	505-368-6265
LCDR Mark Melanson	CMHS	cmela19395@aol.com	202-645-4953
LCDR Sue Newman	IHS	sue.newman@tcimc.ihs.gov	928-283-2659
LCDR Tarri Randall	IHS	tarri.randall@mail.ihs.gov	928-339-3610x697

**DATES FOR FUTURE TPAC MEETINGS:**

April 22, 2005, June 24, 2005 CALL IN NUMBER: 1-888-381-8510 PASS CODE: 87222

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

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 Gaustad or CDR Shapiro.

<b>FIELD REPRESENTATIVE</b>	<b>AGENCY</b>	<b>EMAIL</b>	<b>Phone#</b>
LCDR Liza Figueroa	Field Rep. Coordinator	<a href="mailto:liza.figueroa@pimc.ihs.gov">liza.figueroa@pimc.ihs.gov</a>	(602) 263-1561
LCDR Cindy Carter	IHS Multi-site	<a href="mailto:cindy.carter@mail.ihs.gov">cindy.carter@mail.ihs.gov</a>	(918) 458-3260
LT Terry Boles	Multi-Agency	<a href="mailto:TBOLES@ora.fda.gov">TBOLES@ora.fda.gov</a>	(480) 829-7396 x19
LT Matthew Dabb	IHS-NM	<a href="mailto:Matthew.dabb@crownpoint.ihs.gov">Matthew.dabb@crownpoint.ihs.gov</a>	(505) 786-6266
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**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
18 FEBRUARY 2005  
1200 EST**

I.	<b>CALL TO ORDER</b>	CDR Gaustad	1200
II.	Review and Adoption of Agenda	CDR Shapiro	1205
III.	Review and Adoption of Previous TPAC Minutes	CDR Shapiro	1210
	<b>GUEST SPEAKER</b>		
	Readiness/Manual Circular 377	RDML Babb	1210-1230
IV.	<b>REPORTS</b>		
	A. Chief Professional Officer	CAPT McGarvey	1230-1300
	B. TPAC Chair	CDR Gaustad	1300-1305
	C. * Administration Committee	CDR Shapiro	1305-1310
	D. * Information Management	LCDR Newman	1310-1315
	E. * Readiness Committee	CDR Drinkard	1315-1320
	F. * Strategic Planning and Development Committee	LCDR Melanson	1320-1325
	# Guest Speaker	CDR Stephen Blackwell	
	G. * Professional Development	CDR Manrique	1325-1330
V.	<b>OLD BUSINESS</b>		
	A. Action Items:		
	1. TPAC Web Site/Page	CAPT Siegel	1330-1335
	2. TPAC Elections	CDR Gaustad/Shapiro	1335-1340
	3. 2005 COA	CDR Shapiro	1340-1345
	4. Career Pathway Guide	CDR Manrique	1345-1355
VI.	<b>NEW BUSINESS</b>		
	1. Commissioning Appointment Standards		
	2. Awards Guidelines		
	3. COA Web Site		
	4. Charter/Pol. Proced. Manual Update		
	5. Therapist CS Participation in PAC		
	6. Therapist Mission & Vision Statement	CDR Gaustad	1355-1425
VII.	<b>OPEN FORUM FOR DISCUSSION</b>	TPAC CATEGORY	1425-1440
VIII.	ADJOURN		1445

\* Committee chairs to report committee projects and/or new information as appropriate or defer to corresponding committee written report to be viewed on the TPAC website.

**TPAC CALL IN PHONE NUMBER: 1-888-381-8510, PASS CODE: 87222. Future TPAC meeting dates: April 22, 2005, June 24, 2005**

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

## Therapist Professional Advisory Committee Meeting Minutes

Date: 18 February 2005

Time: 12:00- 15:00 hours EDT

Location: Teleconference

### I. CALL TO ORDER: 12:35 PM EDT

Roll Call:

<b>MEMBERS:</b>	<b>Title/Proxy</b>	<b>AGENCY/OPDIV</b>
CDR Scott Gaustad	Chair	BOP/Springfield
CDR Rita Shapiro	Secretary	CMS/Baltimore
CAPT Terry Cavanaugh		IHS/Alaska
CAPT Linda Hemingway		BOP/Ft. Worth
CDR Nancy Balash		IHS/Yakama
CDR Bart Drinkard		NIH
CDR Michelle Jordan	CDR Shapiro	HRSA/Rockville
CDR Kathleen Manrique		IHS/Alaska
CDR Eric Payne		BOP/Rochester
CDR Susanne Pickering	CDR Gaustad	CDC/Atlanta
CDR Frank Weaver		IHS/Shiprock
CDR Jessie Whitehurst-Lief	CDR Shapiro	BOP/Lexington
LCDR Corey Dahl		BOP/Ft. Worth
LCDR Jake Magel		IHS/Shiprock
LCDR Mark Melanson		SMSH/DC
LCDR Sue Newman		IHS/Tuba City
LCDR Tarri Randall		IHS/White River
<b>Ex-Officio Member:</b>		
CAPT McGarvey	CPO	NIH

<b>Category Participants</b>		
<b>PHS Agency</b>	<b>OPDIV</b>	<b>Members</b>
IHS	Chinle, AZ	
	Phoenix, AZ	CDR Figueroa, LCDR West
	Polaka, AZ	
	Shiprock, NM	CDR Shelton, LT Souvignier
	San Carlos, AZ	LCDR Richardson
	Anchorage, AK	LCDR Weaver
	Juneau, AK	LT Lawrence
	Ft. Defiance, AZ	LCDR Faz
	White River, AZ	CDR Goode, CAPT (Ret) LeBranch
	St Ignatius, MT	LCDR Roe
NIH	Bethesda, MD	CAPT Siegel, CDR Smith
HRSA	Belleview Hospital, NY	
OS	Region VIII	LCDR Grogan
	Rockville, MD	CAPT Royal
<b>Non PHS Agency</b>		
BOP	FMC Carswell	LT Maxfield
	FMC Springfield	LT Feola, LT Engleman
	FMS Rochester	LT Feda
USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles
	Rockville, MD	LT Bouie

## **II. REVIEW AND ADOPTION OF AGENDA:**

The agenda was reviewed and adopted with modification (added CDR Blackwell to speak at Strategic Growth Committee Report time), following motion by CDR Balash and 2<sup>nd</sup> by CDR Manrique. Voice vote per roll call was obtained.

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

Meeting minutes of Dec 17, 2004 meeting had been provided via e-mails to all TPAC members and were approved via e-mail by all members. Minutes were posted to TPAC Web site on Jan 18, 2005. Acclamation vote was obtained (in essence of time) for approval of minutes as posted, following a motion by CDR Balash and 2<sup>nd</sup> by CDR Payne.

### **Invited Speaker RDML Babb, OFRD**

Admiral Babb thanked the therapist category for inviting him to speak at the TPAC Meeting. Category currently has 65% officer basic ready qualified. He congratulated the category in being the leader for basic readiness qualified officers both overall and also those who were promotion eligible, and that number was 75%. Another date to remember is May 01, 2005, if promotion eligible, the name will not go forward for promotion if not basic ready qualified. He recognized that the therapist along with other categories like, dieticians, optometrists, scientists etc. in their traditional clinical roles do not historically get deployed due to reasons beyond his control. The request for resources comes from the State Health Agencies to HHS to ASPHEP to OFRD. The requestor instead of asking for skill sets, ask for professions, like Nurses, MD's etc. For therapists to be competitive in deployment, more untraditional roles need to be selected like, safety officer, liaison officer, SNS officer etc. He gave examples of other category officers on deployments, performing duties other than their traditional professional duties, which are now considered within the scope of their practice in some states. Like Optometrists prescribing and pharmacists doing vaccinations. Psychologists, on the other hand do not have such privileges given to them by any state but they would like to have the privilege to prescribe on deployments that is not being entertained. He recognized the therapist capabilities and commended the OT's for a superb performance during the Hurricanes despite some questions from the Red Cross. He advised that the category must make efforts to educate state agencies in the therapist capabilities in situations like disasters where the therapist skills would be invaluable in providing expert wound care, musculoskeletal evaluations and management and mental health services.

In the coming months there will be new roles available for deployment which will be related to the team approach. There is a plan underway from ASPHEP regarding the deployment of Federal Medical Contingency Stations. These facilities are low acuity and OFRD will have much more flexibility to staff these stations with officers with specific skill sets. This is in response to the letter from the Secretary to the ASH and the OSG where officers would deploy in tiers. A core group of 500 officers within 4 hours, 1/3 Corps in next 24 hours and the rest in 48 hours, with further supplement from inactive reserves if needed. He further informed that a process is being developed by which officers will have an opportunity to select at least two deployment roles.

With regards to the new accessions the plan still is to have a BOTC before going to the duty station which will make those officers basic ready qualified. The first class is scheduled for July. Also the intent is that there will be an automated notification of any items that are about to expire and the officer should plan ahead. The time frame for this automation is not definite at this time.

## **IV. REPORTS**

### **A. CPO Report**

CAPT McGarvey presented the following report:

The 6<sup>th</sup> Precept, update: All groups from CPO boards, SGPAC and agency heads did not support the institution of the 6<sup>th</sup> precept. However, OCCFM submitted a memorandum to the ASH with a prepared manual circular for the ASH's signature to institute the 6<sup>th</sup> precept without the SG's approval or support. There are now meetings being scheduled to address this issue.

Transformation update: The transformation packet is on the Secretary's desk and has not yet been signed.

Recruitment update: A contract has been awarded to market the Commissioned Corps and improve recruitment to fill the large void that we have in many OP-DIVs.

NIH Ethical Issues: Many scientists have come under scrutiny in regards to unethical practices relating to pharmaceutical companies.

COSTEP program at Army Baylor: CAPT Furman has not been available to address the issue for increased time commitment for students at the Army Baylor program which now is doctorate level. It appears that there will not be any PHS students in the COSTEP program this year at the Army Baylor physical therapy program.

CPO Board update: Very active in a number of reviews of various items, he will share them with the category as the information is available.

He answered question about the civil service therapist participation at the meetings and other activities that are traditionally CO activities. He recommended that this could be brought up to the OSG for a clearer definition, if the PAC so desires. Though there is much value in having the civil service therapists but most activities within the PAC are commission officer oriented.

He also answered question regarding the Warrant Officer program that is will be positive addition to the Corps. It is not fully approved yet but once approved it will go to OMB for approval. He also addressed the career pathway issue for the PTA's and the COTA's coming in as Warrant Officers. Nurse will have a commissioning program by which they two year associate degree holders will be sent to complete their BSN to be fully commissioned. He informed that at present time to maximum shortage is in the Nursing category, hence this will be implemented right away for nurses but speculated that the same program will be available to other professions. Like therapist assistants, if at a later time they would wish to go to becoming licensed therapists should have such an opportunity. But at this time primarily the focus is on Nursing.

### **B. TPAC Chair Report**

CDR Gaustad is very actively involved in the WO work group. There have been four meetings thus far, one scheduled next week and the next two in March and April. He too commented similarly on the WO program and that it would be a very positive addition to the Commissioned Corps. There are 11 Professions identified as possibles for the WO program. More will follow.

Passing away of a former Therapist officer: CDR (Ret) Edward Koziatek, PT. He was assigned to the USCG at the last assignment, retired in 1996. He passed away on December 16, 2004 in New London, Connecticut.

CDR Lois Goode was recently named the Rehab Chief Clinical Consultant for the Indian Health Service. She was invited to make comments and she first thanked CDR Martha Duganne for five years of remarkable leadership and support to the Indian health Service not only as the Rehab services consultant but also advocate of other services and the underserved areas. Many Continuing Educational programs have been implemented in the IHS also developed a reporting system for sharing information in the twelve regional IHS areas. She also thanked the regional heads for timely sharing of the information which gets shared up and down the chain. She will be attending the National Council of Chief's meeting in two weeks following that she will pass along the information with regards to IHS plan. Her goal is to get information on staffing, urban clinics. She asked officer to contact her any time with questions regarding IHS plans, issues etc. (Letter from TPAC Chair is attached)

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

**Administration Committee:** CDR Shapiro reported that the admin committee has been active with the Elections and with COA 2005 planning. Election ballots have been sent out and we are currently awaiting the ballot return. Hopefully we will be able to announce preliminary results at the April meeting. Final results as always are after the approval from OSG. A full committee report is attached.

#### **COA 2005 Task Force**

CDR Shapiro reported that the COA Task Force has finalized the Category day agenda that was submitted to CAPT McGarvey and CDR Gaustad for approval before it is published in the COA Brochures. We will have a very busy but productive category day with excellent speakers as well as retirement ceremony, awards and paper presentations. We are still awaiting the final word from the HSO Category regarding the evening social event. The BMI booth also has been finalized and CDR Drinkard will give an update on that issue.

**Information Management Committee:** LCDR Newman thanked CAPT Siegel for her contributions to the TPAC Web Page. Further she deferred to the written report submitted.

**Readiness Committee:** CDR Drinkard asked all officers to get on the OFRD List-serve to receive information on deployments and any updates to readiness issues. The planning the BMI and Healthy Lifestyles booth at the COA 2005 is in final stages. Volunteers are needed to man the booth which will be open during the same time as the exhibits hall. The North Carolina COA Chapter has donated a Heart Rate Monitor which will be raffled off at the booth.

**Professional Development Committee:** CDR Manrique thanked the subcommittee that prepared the Career Pathways document submitted to the TPAC for review. Many good ideas have been received. The recommendations will be collated and added to the document. It will then be sent out again for the TPAC review.

Awards nominations deadline is March 31, 2005 for this year's awards. Please submit nominations to CDR Nancy Balash.

Billet classification for GS equivalency is being redone by OPM in 2006 to make it more uniform across agencies. CAPT McGarvey informed that the old system of Title V and Title XXXII is being replaced with the Title XXXII pay banding. (NIH URL is attached

**Strategic Growth Committee:** LCDR Melanson deferred to the report submitted. He introduced CDR Stephen Blackwell, recruitment specialist in the recruitment office of OCCO to talk about the Associate Recruiter Program. CDR Blackwell informed that the AR Program is alive and well. There will be list of events shared that will help the recruitment/visibility efforts which will be supported. Some travel funding is also available to travel to the recruiting events on case by case basis. LCDR Corey Dahl is working with CAPT Siegel to place AR program as well up to date listing of vacancies on the web-site.

## **VI. OLD BUSINESS**

TPAC Web Page: CAPT Siegel informed that the newly designed web-page is now on up. She thanked all the committee chairs for their contributions and also some of the committee members who provided her with material. She continues to receive comments and requests for modifications. She will continue to enhance the web-page with time. CDR Gaustad thanked CAPT Siegel for her valuable contributions.

Elections and 2005 COA: Already presented in the committee report.

Career Pathways Guide: Already presented in the committee report.

## **VII. NEW BUSINESS:**

1. Commissioning Appointment Standards have been forwarded to each PAC for input and recommendations. CDR Gaustad asked for a task force to be formed for this function. Volunteers are: Task Force Leader: CAPT Cavanaugh, Members: CDR Payne, CDR Shapiro and LCDR Dahl

2. Awards Guidelines: Junior and Senior Clinician of the Year Awards are open to both Civil Service and Commissioned Corps Therapists. Awards Subcommittee needs to look at the current process evaluate and put together a guide to go with the process. The task force should also recommend modifications if any. CDR Gaustad recommended that CAPT Johnson be asked to be on this Task Force to provide guidance as she had done in the past with Joseph Hoag award. Leader: CDR Balash, Members: CAPT Johnson, CAPT Siegel and LCDR Magel.

3. CCMIS Web Site: That office is currently only 20% staffed hence website is not being updated regularly. A Task Force under information management committee is formed to review CCMIS web page and update the Therapist Category information with emphasis on the policy documents. Leader: LCDR Newman, Members: LCDR Faz, LCDR Roe, LCDR Woodard and LT Souvignier.

4. Charter/Policies and Procedure Manual Update: The TPAC Charter was last update in May 2003. It needs to be reviewed and updated. Subcommittee Leader: CDR Payne, Members: CDR Shapiro, CDR Whitehurst-Leif, CDR Figueroa and LCDR Cowher

5. Therapist Civ. Svc Participation in PAC: Tabled for next TPAC Meeting

6. Therapist Mission & Vision Statement: A task force is need to review and analyze current mission statement and update to support the new USPHS mission statement and to develop a vision statement. Leader: CDR Gaustad, Members: CDR Balash, CDR Shelton, LCDR Grogan and LCDR West.





	FMS Rochester	LT Feda
	Ft. Worth	LCDR Woodard
USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles
	Rockville, MD	LT Bouie

CONCLUSION: Meeting adjourned at 14:45 Eastern Time

Respectfully Submitted: CDR Rita Shapiro, TPAC Executive Secretary

Concur: CDR Scott Gaustad, TPAC Chair

Concur: CAPT Charles McGarvey, CPO Therapist Category

## **ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT**

### **Memorandum**

**Date: February 18, 2005**

To: CDR Scott Gaustad, TPAC, Chair

From: CDR Rita Shapiro, TPAC, Executive Secretary, Administration Committee, Chair

**Re: Administration Committee Report  
Therapist Professional Advisory Committee  
February 18, 2005**

**I. Finance Subcommittee**

**Chair: LCDR Ron West**

**Members:** LCDR Jeff Richardson

The Finance Subcommittee is continuing to look for funding for category day. There appears to be some commitment from the vendors to support the COA 2005. Assistance from category members is sought to give donations to the Henry Jackson Fund for support of the TPAC.

**II. COA Meeting Planning Task Force**

**Chair: CDR Rita Shapiro for 2005**

**Members:** CDR Balash, CDR Ianuzzi, CDR Pickering, LCDR Fred Lief, LCDR Magel, LCDR McMillan, LCDR West, and LT Tanzillo

Committee met a couple of times and the agenda has been finalized for the category day presentations. The speakers have been finalized and will include Dr. Stunkard et.al. and Dr. Alvarez et. Al. We will have four oral paper presentations. There will be a retirement ceremony from 11:00 to 11:45. The luncheon speaker will be CAPT John Hurley. The evening program in conjunction with the HSO and other categories is being planned.

**III. TPAC Processes:**

**Chair: CAPT Rebecca Parks**

**Member Elections:** Responsibility: TPAC Executive Secretary:

We received 14 self nominations for three TPAC positions. The ballots have been sent out and we will select three voting members and two alternates. Next year there will be seven new openings on the TPAC for the voting members and two alternates will also be selected.

**Charter Review: Chair: CDR Eric Payne** No action this time

This concludes the Administration Committee Report. Thanks to every one's hard work.

Respectfully Submitted,  
CDR Rita Shapiro

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

**Date: Feb 18, 2005**

To: CDR Scott Gaustad, TPAC, Chair  
CDR Rita Shapiro, TPAC, Executive Secretary

From: CDR Kathleen Manrique, Professional Development Committee, Chair

**Re: Professional Development Committee Report  
Therapist Professional Advisory Committee  
FEB 18, 2005 Meeting**

### **Education Subcommittee**

**Chair: LCDR Corey Dahl**

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

Nothing to report at this time

Therapists are encouraged to view education information on the TPAC website

### **Retirement Recognition Subcommittee**

**Chair: CDR Lois Goode**

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

The Retirement Recognition Subcommittee has continued to make preparations for the 2005 Retirement Recognition Ceremony.

1. Ceremony Date: June 7, 2005 at 1100 hrs, USPHS Annual COA meeting
2. Budget Proposal: Approved, however we are addressing reimbursement issues.
3. Biographies: Completed and to be posted. LCDRs Woodard and Newman are completing the requests for Home of Record Documents.
4. Ceremony Program completed.
5. Awards: To be ordered by CDR Rita Shapiro
6. Invitations to be mailed March 2005 to Retirees and other dignitaries.
7. Next meeting 2/14/05.

### **Mentoring Subcommittee**

**Chair: CDR Michaele Smith**

**Members:** CAPT Rebecca Parks

- Appreciation letters going out to Mentees and Mentors
- Nothing further to report

### **Awards Subcommittee:**

**Chair: CDR Nancy Balash**

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

- Therapy Category Award submission deadline for this year is 30 March 2005. Please see the Therapy website for award descriptions and submission criteria. Submissions go to CDR Balash.

**Therapist CV Format and COER Task Force**

**Chair: LCDR Michele Jordan**

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

No report

**Career Pathway Task Force**

Members:

CDR Kathleen Manrique- Chair

CDR Liza Figueroa

CDR Rita Shapiro

LCDR Jake Magel

LCDR Dan Weaver

LCDR Tarri Randall

LT William Pearce

LT Jodi Tanzillo

CAPT Charles McGravey- Advisory

- Draft of report was disseminated for TPAC review
- Further meeting to be scheduled after comments, suggestions received

This concludes the Professional Development Committee Report.

Thank you Subcommittee Chairs for your prompt reporting, and your work on this Professional Development Team!  
CDR Kathleen Manrique

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

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### **MEMO**

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**DATE:** 02/07/05

**TO:** CDR SCOTT GAUSTAD, TPAC CHAIR  
CDR RITA SHAPIRO, TPAC SECRETARY

**FROM:** SUE NEWMAN, PT, TPAC INFORMATION MANAGEMENT CHAIR

**RE:** TPAC INFORMATION MANAGEMENT REPORT

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I would like to recognize CAPT Karen Siegel and CDR Eric Payne for their diligent efforts in redesigning the category web page.

**I. Web Page Subcommittee, CAPT Karen Siegel, Chair**

On 25 Jan 2005, a newly redesigned Therapist Category website was posted at <http://www.cc.nih.gov/rm/pt/tpac.htm>

The page was redesigned to more closely align the content of the website with the functions of the TPAC and its committees and subcommittees. The content from the old site is still present on the new site, but it has been reorganized so some of your bookmarks may need to be updated. The URL for the main site has not changed. Please visit that location first and scroll down to the site map on the lower part of the main page. Links to all the other parts of the site can be found there and the general organization is consistent across all the committees.

I would like to thank the TPAC leadership and the committee members who contributed to the redesigned site. As you can see, it represents a collaborative effort of a large number of individuals, and the posting of the new site would not have been possible without all their contributions.

Contributors of new material to the website:

- LCDR Terry Boles, OFRD resource materials
- CDR Bart Drinkard, Chair, Readiness Committee
- CDR Scott Gaustad, TPAC Chair
- CDR Michelle Jordan, Retention Survey
- CDR Jessie Whitehurst Lief, Healthy Lifestyles
- LCDR Jake Magel, Long term training information
- CDR Kathleen Manrique, Chair, Professional Growth and Development Committee
- LCDR Mark Melanson, Chair, Strategic Planning and Development Committee
- LCDR Sue Newman, Chair, Information Management Committee
- CDR Eric Payne, Non-traditional Billet Information, and as Web Committee Member checked ALL my links for accuracy!
- CDR Rita Shapiro, TPAC Exec Secretary and Chair, Administration Committee
- LCDR Ron West, HJF account information

In addition, officers who provided material for the old site that has been incorporated into the new site include:

- CDR Nancy Balash and previously CAPT Georgia Johnson, Awards Program
- LCDR Terry Boles, Uniform resources

CAPT Charles McGarvey, Category Profile  
CAPT Terry Cavanaugh, Benchmarks  
LCDR Corey Dahl and previously CAPT Leo LaBranche, Educational Course Listing  
CDR Liza Figueroa, Field Rep Roster updates  
CDR Lois Goode, Retirement Recognition  
CDR Jessie Whitehurst Lief and previously CDR Nancy Balash, Category History  
CDR Michele Jordan, CV and CEU templates  
LCDR Grant Mead, Deployment Handbook  
LCDR Jeff Richardson, JOAG information  
CDR Rita Shapiro, TPAC Minutes, Charter, Deployment Survey, and other documents too numerous to mention.  
CDR Michaele Smith, Mentoring Program  
and many other category members who have given feedback about the site or contributed to the above information through participation on TPAC committees, subcommittees, and task forces. THANK YOU ALL!

I encourage all category members to visit the site often, and use it as a resource. Although another major redesign of the site is not anticipated anytime soon, minor additions and deletions are constantly being made to the page. The redesigned page installed on January 25 was the 80<sup>th</sup> version of the website. As you become more familiar with the site please share your feedback with me or CDR Eric Payne, the other member of the webpage subcommittee, so we have the opportunity to make the website the most useful resource it can be to the category. I may be reached via e-mail at karen\_siegel@nih.gov and CDR Payne at EPayne@bop.gov .

We look forward to hearing any and all feedback from all category members about the new website. For those of you who have already sent me your comments, thank you for your generosity with your feedback. By working together, I hope we can make the website a valuable communication and resource tool for the category.

Submitted by CAPT Karen Siegel

## II. JOAG, LCDR Jeff Richardson, Chair

The purpose of the Junior Officer Advisory Group (JOAG) is to provide advice and consultation to the Surgeon General, Chief Professional Officers (CPO), Professional Advisory Committees (PAC), and other Commissioned Corps groups on issues relating to professional practice and personnel activities affecting junior officers in the USPHS Commissioned Corps.

I would like to report on the highlights of recent JOAG efforts:

- 1) I would like to announce that LT Stephanie Maxfield has been selected to serve on JOAG this term. There are now two therapist category members serving as JOAG voting members. The therapist category has always been well represented on JOAG and with the addition of LT Maxfield it will continue. There are many other junior officers in the therapy category who are volunteering their time as non-voting members in a wide variety of JOAG efforts and committees.
- 2) The JOAG formed a 6<sup>th</sup> precept workgroup and had an opportunity along with the PACs to respond to the recent proposal this past month. The workgroup is continuing to assist in this process through the development of another in depth paper on the issue.
- 3) I would like to call on all Junior Therapist Officers (Temporary O-4 and below), who are interested, to join one of JOAG's committees and become a Non-voting member and also to sign up for the JOAG listserv at <http://list.nih.gov/archives/joag.html> or by logging on the JOAG website a [www.joag.org](http://www.joag.org) and clicking on the link for the listserv. Meeting times are at 1300 EDT on the second Friday of every month. The next meeting will be Friday,

March 11<sup>th</sup>. Officers usually meet in the conference room M on the 3rd floor of the Parklawn Building and in Atlanta meet at ATSDR Conf Room 3A. Call-in info is: USA Toll Free Number: 888-807-8641, PASSCODE: 11247

Submitted by: LCDR Jeff Richardson

- III. Historian, CDR Jessie Lief, Chair  
-If anyone has pictures/information (COA meetings, Deployments, Conferences) to include in TPAC history contact CDR Lief at email:jlief@bop.gov.
- IV. Retired Therapist Subcommittee, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson  
-To date no retirees have made contact
- V. Inactive Reserve, LT Alicia Souvignier, Chair  
-There are Inactive Reservists interested in doing a short tour of duty if anybody needs to backfill in their clinics. Contact: Alicia.souvignier@ihs.gov
- VI. TPAC Field Report, CDR Liza Figueroa, Coordinator

## I. Positions Open/Anticipated Openings

- **IHS AZ**

**Chinle:** Has 5 positions open: 2 SLP, 2 PT, 1 Audiologist

**Hopi:** Anticipating Chief Position to be opened in near future

**San Carlos:** none anticipated yet, working on a tech/clerk position

**Sells:** Staff Physical Therapist position is still available

**Winslow:** We have approval for a FTE to place a therapist at the Dilkon Clinic; expected time to fill the position is Summer 05.

- **MULTI-AGENCY**

**CMS:** Managers are looking for PHS officers to fill some positions both in the Baltimore site as well as our Regional Offices. Please contact Jane Leitner (CMS PHS Liaison Officer) at 410-786-1786. CVs should be sent to JLeitner@cms.hhs.gov

- **IHS NM**

**Zuni:** PT staff position recently filled, person has not started yet

**Crownpoint:** Staff position May 2005

**ACL:** Hopefully 3<sup>rd</sup> PT position

**Gallup:** Chief of Rehab open; PT assistant position just closed, reviewing applicants

## II. Congratulations:

- **ST Elizabeth's:**



To **LT Michelle Peterman** for her promotion to LCDR effective January 1<sup>st</sup>, 2005

- **MULTI-AGENCY**

**FDA:**

**LT Terry Boles** was promoted to LCDR effective January 1<sup>st</sup>, 2005.

- **BOP WEST:**

**FMC Rochester:**

**LT David Engelman** received a PHS Citation for graduating with honors from the Federal Law Enforcement Training Center in Glenco, GA. He also received a PHS Hazardous Duty award.

**USMCFP Springfield:**

**LT Jill Tillman** received the PHS Hazardous Duty award.

- **IHS NM**

**Gallup:**

**LT Jennifer Bebo** had a baby girl, Savannah

### **III. News from the Field:**

- **NIH**

The move of clinical activities to the new Mark O. Hatfield Clinical Research Center has been indefinitely delayed, but will hopefully occur later this year.

- **IHS NM**

**Crownpoint:**

- Started bimonthly orthopedic clinic
- GIMC orthopod coming out and working out of PT dept.

**Zuni:**

PT Dept being renovated

- **BOP WEST**

**FMC Rochester:**

**LTJG Zamarron** completed all training and requirements to qualify "basic" readiness

- **MULTI-AGENCY**

**HRSA:**

**CAPT Ivana R. Williams**, MPA, PT has been involved in the process of developing a Jurisprudence Exam for Washington DC Physical Therapists with the DC Board of Physical Therapy. The Board has been in the process of developing a Jurisprudence Exam for Physical Therapists. Currently, the Board is looking for DC licensed physical therapists to participate in the last part of the development process, specifically serving as Past Point Study Judges, to review the exam questions, overall scoring and determine the weighting of each question. If you are interested and can dedicate time this Saturday to this very worthy

professional cause, please contact Mr. 'Mo' Miskell at (202) 442-4764 or by email at maulid.miskell@dc.gov.

- **IHS AZ**

**Chinle:**

**LCDR Battocchio** just returned from 6 months of long term training at the Philadelphia Hand Center, and passed the Certified Hand Therapist exam in November. She is the new Director of Rehab

**LT Joe Strunce** is the new Chief PT

**San Carlos:**

The PT Dept held its grand opening on Jan 14, 2005

**Winslow:**

- **LT Harmon** sits for her OCS board in March 05.

- **LCDR LaPlante** will be attending CSM 05 as the Secretary to the Section on Clinical Electrophysiology and Wound Management.

- The department is currently pursuing a grant for a building that will allow us to establish a wellness center in Leupp Arizona

**IV. Welcome/Farwell to:**

Welcome:

- **IHS AZ**

**Tuba City:**

**LCDR James Cowher** transferred from BOP

- **BOP WEST**

**FMC Rochester:**

**LT Jessica Feda**, PT, started on 10 Jan 05.

- **IHS NM**

**Santa Fe:**

**CDR Martha Duganne** is now Chief of PT at SFIH, recently transferred from GIMC Rehab

Farewell:

- **IHS NM**

**Gallup:**

**LT Jennifer Bebo** on terminal leave, undecided return to the Corps in the future

**V. Presentations:**

- **NIH**

Paul S, **Cintas H, Siegel K**, Koziol D, Marini J, Gerber L. Limitation in overall joint mobility is associated with silence type in osteogenesis imperfecta. *Archives of Physical Medicine and Rehabilitation* 2004; 85: E12 (abstract 57)

**Harris-Love MO, Croarkin, E**: Gradation of force control in children with Friedreich ataxia: reliability and content validity. *Archives of Physical Medicine and Rehabilitation*. 2004; 85: E6.

- **IHS NM**

**Gallup:**

Planning Parkinson's disease presentation to nursing staff

- **BOP WEST**

**USMCFP Springfield:**

**LT Justin Feola, LT Jill Tillman, and LT David Engelman** are currently designing a lymphedema presentation CD/DVD that will be presented to all BOP therapy staff. This will describe, in some detail, the process of intervention from evaluation to treatment of this unique population.

**FMC Rochester:**

**LTJG Zamarron** presented an in-service to the medical staff regarding occupational therapy services now available at FMC Rochester.

- **MULTI\_AGENCY**

**FDA:**

**LCDR Terry Boles**, PT, gave a Power Point presentation to the Phoenix COA January 20<sup>th</sup>. The topic presented was anxiety relief techniques for the Annual Physical Fitness Test

**VI. Publications:**

- **NIH**

**Croarkin ES**. Getting Around. The Segway HT: Can it help patients with mobility concerns? *PT Advance* Vol 15 (22); 61-70.

**VII. Current Research:**

- **NIH**

**CAPT Rebecca Parks** reports activity on the following protocols:

- Multidomain Assessment of Children with Cerebral Palsy
- Natural History of Inclusion Body Myositis
- A Phase II Clinical Trial of BMS – 247550 (NSC 710428), an Epothilone B Analog, in Patients with Breast Carcinoma: Neurotoxic Effects
- Rehabilitation Assessment of Pediatric Sarcoma Survivors

**VII. Deployments:**

- **MULTI-AGENCY**

**CMS:**

- **CDR Benitez-McCrory** deployed with OFRD in support of the Inauguration Activities at the US Capitol on Jan 20, 2005

- **CDR Shapiro** deployed with OFRD in support of the Inauguration Activities at the US Capitol on Jan 20, 2005, and for the State of The Union Address on Feb 02, 2005.

**Future Agenda Items for TPAC to Consider:**

**NONE**

Respectfully submitted:  
CDR Liza M. Figueroa

**VII.** Commissioned Officers Association, CDR Suzanne Pickering  
Registration for the COA meeting June 6-11, 2004 in Philadelphia is now open.  
(www.coausphs.org)

**VIII.** Discipline Liaison  
Members: CDR Frank Weaver – Audiologist  
-Nothing to report

CAPT Rebecca Parks – OT  
-Nothing to report

Ms. Beth Soloman – SLP  
-Nothing to report

CDR Michaele Smith – PT

The meeting was called to order by CAPT McGarvey on 16 December at 1315 in the NNMC hospital neurology conference room.

**Attendees:**

Navy	CAPT Harvey Simpkins, Assistant Chief PT, NNMC, Bethesda CDR Charles Olson, PT, NNMC, Bethesda
Airforce	No representative
Army	MAJ Lynne Lowe, Assistant Chief, PT, WRAMC, Wash DC
PHS	CAPT Charles McGarvey, CPO, Therapist Category, Chief PT section, CDR Karen Siegel, CDR Michaele Smith

**Agenda**

I). **History/Introductions** (CAPT McGarvey)

Service Updates:

II). **PHS (CAPT McGarvey, CDR Siegel, CDR Smith)**

- PHS transformation continues. Tommy Thompson, Secretary of Health and Human Services, resigned. Michael Leavitt, Environmental Protection Agency (EPA) is being considered for the position.
- Eleven Physical Therapy vacancies are available; ten Indian Health Service, one, at NIH.
- The chiropractor petition was unanimously vetoed by the TPAC

- The Warrant Officer position paper was approved. Nurses will be hired into these billets first.
- CAPT McGarvey continues to work on admission elements related to the Army Baylor Program and is considering requesting a PHS faculty billet.

**III). Navy (CAPT Simpkins, CDR Olson)**

- There will be four vacancies as a result of the military to civilian conversion; the replacement of two billets will occur in July 05.
- Officers can now make appointments online with your Primary Care Manager (PCM)
- The NNMC is servicing AD personnel only.

**IV). Army (MAJ Lynne Lowe)**

- Two anticipated hiring actions occurring at WRAMC; one future military to civilian conversion is expected in the future
- Renovations of the patient care clinic are complete
- 11/19/04 Groundbreaking of the Amputee Clinic occurred
- WRAMC is seeing all AD and Prime patients for service; very limited space is available for service to non-prime patients; new retired officers have enrolled to civilian network providers as primary care-WRAMC primary care providers are currently full.
- Education: WRAMC PMR department is sponsoring a one day wheel chair work shop, (14 January). Contact Ms. Barri Miller at 202-782-5188 to register.

**V). Air force**

- No representation, no report

**Next Meeting:**

Host, PHS at NIH campus: 2005, March more details to follow.

**Action Items:** CAPT McGarvey to provide group with a listing of PHS vacancies.

Submitted by: CDR Michael Smith

**ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT**

**MEMORANDUM**

To: CDR Rita Shapiro, TPAC Secretary  
CDR Scott Gaustad, TPAC Chair

Date: 2/15/04

From: LCDR Mark Melanson, Strategic Growth Chair

PHS Therapist Category Vacancies

IHS	Open Date		
PT	Sells,AZ	5/04	Rebecca Harry (928) 383 - 7303
2 PT's (Chief)	Lame Deer, MT	8/04	Natanya Riggs (406)247-7246
SP	Chinle, AZ	6/04	Joe Strunce (928) 674 - 7223
PT	Chinle, AZ	12/04	Joe Strunce (928) 674 - 7223
PT	Crow Agency, MT	8/04	Jacky Black (406)247-7214
PT	Nome, AK	10/04	Dorothy Pinkney (907)443-3311
PT Chief	Pollaca, AZ	10/04	Brian Elza (928) 737-6131
Chief of Rehab	Gallup, NM	10/04	Martha Duganne (505)722-1510
Chief PT	Broken Bow, OK	12/04	Jill Mayes (580)584-6697
PT	Ft. Defiance, AZ	12/04	Mike Faz (928)729-8805

BOP

PT Fort Devens, MA 1/05 Dave Nestor (859)255-6812 ext362

Others

PT NIH – Bethesda, MD 11/04 CAPT McGarvey (301)496-2844

- [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-

- Currently only 9 applicants are boarded and medically cleared. All will be called next week. This continues to be a major area of concern with so many vacancies. We encourage all officers to seek out applicants. All Associate Recruiters are asked to contact myself or LCDR Corey Dahl (817-782-4681). CDR Steven Blackwell, the new Recruitment Officer held a meeting and LCDR Dahl and I attended. There may be money in the Recruiting budget for conferences. I have forwarded dates and locations for the annual PT conference and the National PT Student Conclave. CDR Blackwell mentioned there is a stack of applicants for ARP that have not been processed since he recently came on board.
- ARP meetings had not been held since last summer.
- LCDR Dahl has been working with CAPT Siegel to have info for ARPs posted on our web site.

#### Strategic Growth

- CDR Gary Shelton held a subcommittee meeting and the report follows.
- Concern about not being able to fill current vacancies before seeking new positions with DOD.
- Have coordinated efforts with the recruitment subcommittee. It was suggested by this group that all Strategic Growth subcommittees meet in a conference call so that we will be unified and efforts are not duplicated.

#### Retention

- Survey responses have been tabulated thanks to all therapists who submitted.

#### COSTEP

- LT Stephanie Maxfield forwarded a survey to all officers to help with our recruiting effort, she is in the process of putting together a flyer that is category specific as well as a contact list for all ARPs and colleges offering Therapy Category degrees.

#### Long Term Training

- LCDR Jake Magel forwarded his report on training through CAPT Seigel through the web site.

### **ATTACHMENT E: READINESS COMMITTEE REPORT**

**No Report this period**

**Special Attachment:**



**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**Public Health Service**  
**PHS Indian Hospital**  
**P.O. Box 860**  
**Whiteriver, AZ 85941**

February 11, 2005

**To: CAPT Charles McGarvey**  
**Chief Professional Officer, Therapist Category**

CDR Scott Guastad  
Therapist Professional Advisory Committee, Chair

Re: CCC Duties

From: CDR Lois Goode  
Chief Clinical Consultant, IHS Rehabilitation Services

The purpose of this memo is two-fold. First, I would like to recognize CDR Martha Duganne for her successful five years of service as the Indian Health Service Chief Clinical Consultant for Rehabilitation Services. CDR Duganne has been an outstanding leader and advocate for Rehabilitation Services, not only in Indian Health Service, but Urban Clinics and Tribal programs as well.

Some of the CDR Duganne's contributions in this collateral responsibility included:

- Chair of the I.H.S. Chief Clinical Consultant Committee (NC4).
- Funding support and organization for numerous continuing education programs for therapists in the field to include electrodiagnostic testing, evidence-based practice and Radiology for Physical Therapists.
- Coordination of I.H.S. Therapist involvement with OPM 600-Series reclassification
- Implementation of I.H.S. Rehab Services system of data reporting for the 12 I.H.S. Regional Areas.
- Program oversight for I.H.S. Loan Repayment and Indian Health Scholarship programs.
- Participation on the development team for the I.H.S. Wellness Center Model.

**In addition, CDR Duganne attended to numerous calls and emails in response to staffing and personnel issues, information sharing and mentoring. CDR Martha Duganne's service**



**to the Indian Health Service has been exemplary and it serves as positive role model for all I.H.S. Therapists and me.**

**Second, I am honored by this appointment to the Chief Clinical Consultant position. I take this responsibility very seriously and look forward to serving in this capacity. Some of my duties will include:**

**Page Two**

- **Facilitation of continuing education specific to Indian Health**
- **Site evaluation /program review**
- **Establishment and review of standards of care**
- **Peer review**
- **Development and review of policy and procedure**
- **Advocacy**
- **Support recruitment and retention activities**
- **Tort claim review and risk management**

**I will be sharing information directly through the Regional Area Consultants/Contacts.** Their responsibility is to forward the information to Site Chiefs and enable a means of communication consistent with what has already been established. I will be communicating concerns from the field to the I.H.S. Headquarters and the Director of Indian Health Service.

I am looking forward to continued involved in the TPAC, and I appreciate your support and willingness to provide assistance. Thank you.