

THERAPIST PROFESSIONAL ADVISORY COMMITTEE MEETING MINUTES

24 June 2005



Therapist Professional Advisory Committee		
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TPAC MEMBERS	AGENCY	EMAIL	Phone#
CAPT Terry Cavanaugh	IHS	terry.Cavanaugh@searhc.org	907-966-8312
CAPT Linda Hemingway	BOP	lhemingway@bop.gov	817-413-3435
CDR Nancy Balash	IHS	nbalash@yak.Portland.ihs.gov	509-865-1717
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
CDR Jessie Whitehurst-Lief	BOP	jwlief@bop.gov	859-255-6812x5362
LCDR Corey Dahl	BOP	cdahl@bop.gov	817-782-4681
LCDR Mike Faz	IHS	Mike.faz@fdih.ihs.gov	928-729-8805
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:

August 26, 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.

FIELD REP ROSTER

NAME	AREA	E-MAIL	PHONE	TERM
CDR Liza Figueroa	Fld. Rep. Coordinator	liza.figueroa@pimc.ihs.gov	(602) 263-1561	Sept. 2003
CAPT Karen Siegel	NIH	karen_siegel@nih.gov	(301) 451-7534	Aug. 2003
LCDR Cindy Carter	IHS Multi-site	cindy.carter@mail.ihs.gov	(918) 458-3260	Oct. 2003
LCDR Fred Lief	BOP EAST	flief@bop.gov	(859) 255-6812 X 362	Aug. 2003
LCDR Maria Bacilio	CMHS	mlbacilio@yahoo.com	(202) 645-7610	May. 2004
LCDR Matt Daab	IHS NM	matthew.daab@crownpoint.ihs.gov	(505) 786-6266	Apr. 2004
LCDR Robert Roe	IHS NW - AK	rroe@thhs.cskt.org	(406) 745-3525	Oct. 2003
LCDR Terry Boles	Multi-Agency	tboles@ora.fda.gov	(480) 829-7396 #19	Oct. 2003
LT Joe Golding	IHS AZ	joseph.golding@mail.ihs.gov	(928) 669-3343	Apr. 2004
LT Justin Feola	BOP WEST	jfeola@bop.gov	(417) 8371738	Oct. 2003

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
24 JUNE 2005
1200 EDT**

I.	CALL TO ORDER	CDR Gaustad	1200
II.	Review and Adoption of Agenda	CDR Shapiro	1205
III.	Review and Adoption of Previous TPAC Minutes	CDR Shapiro	1210
GUEST SPEAKER			
CAPT Jerry Farrell, Executive Director, COA			1210-1220
IV.	REPORTS		
	A. Chief Professional Officer	CAPT McGarvey	1220-1250
	B. TPAC Chair	CDR Gaustad	1250-1310
	C. * Administration Committee	CDR Shapiro	1310-1315
	D. * Information Management	LCDR Newman	1315-1320
	E. * Readiness Committee	CDR Drinkard	1320-1325
	F. * Strategic Planning and Development Committee	LCDR Melanson	1325-1330
	G. * Professional Development	CDR Manrique	1330-1340
V.	OLD BUSINESS		
	A. Action Items:		
	1. TPAC Elections	CDR Gaustad/Shapiro	1340-1345
	2. Commissioning Standards	CAPT Cavanaugh	1345-1350
	3. Awards Guidelines	CDR Balash	1350-1355
	4. CCMIS Web Site	LCDR Newman	1355-1400
	5. Charter/P&P Manual	CDR Payne	1400-1405
	6. Mission/Vision Statement	CDR Gaustad	1405-1410
VI.	NEW BUSINESS		1410-1420
VII.	OPEN FORUM FOR DISCUSSION	TPAC CATEGORY	1420-1440
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: August 26, 2005; October 28, 2005

Therapist Professional Advisory Committee Meeting Minutes

Date: 22 April 2005 Time: 12:00- 15:00 hours EDT Location: Teleconference

I. CALL TO ORDER: 12:35 PM EDT

Roll Call:

MEMBERS:	Title/Proxy	AGENCY/OPDIV
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		HRSA/Rockville
CDR Kathleen Manrique		IHS/Alaska
CDR Eric Payne		BOP/Rochester
CDR Susanne Pickering		CDC/Atlanta
CDR Frank Weaver	CDR Shapiro	IHS/Shiprock
CDR Jessie Whitehurst-Lief	CDR Gaustad	BOP/Lexington
LCDR Corey Dahl		BOP/Ft. Worth
LCDR Mike Faz		IHS/Ft. Defiance
LCDR Mark Melanson		SMSH/DC
LCDR Sue Newman	CDR Figueroa	IHS/Tuba City
LCDR Tarri Randall		IHS/White River
Ex-Officio Member:		
CAPT McGarvey	CPO	NIH

Category Participants		
PHS Agency	OPDIV	Members
IHS	Zuni, NM	CAPT Sellers
	Phoenix, AZ	CAPT Dardis, CDR Figueroa, LCDR West, LT Henry
	Shiprock, NM	CDR Shelton, LT Souvignier, CDR Fultz
	Tuba City, AZ	LCDR Cowher
	Oklahoma City, OK	LT Pierce
	Parker, AZ	LT Golding
	White River, AZ	
	St Ignatius, MT	LCDR Roe
NIH	Bethesda, MD	CAPT Siegel, CDR Smith
HRSA		
OS	Region VIII	
	Rockville, MD	LCDR Martineau
Non PHS Agency		
BOP	FMC Carswell Ft. Worth	CDR Bradley LCDR Woodard
	FMC Springfield	LT Feola, LT Ingleman &
	FMC Rochester	LT Feda and LTjg Zamarron
	FMC Butner	

USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was reviewed and adopted following motion by CDR Payne and 2nd by LCDR Newman. Voice vote per roll call was obtained.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

Meeting minutes of April 22, 2005 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 May 15, 2005. A voice vote per roll call was obtained for approval of minutes as posted, following a motion by LCDR Newman and 2nd by CDR Jordan voice vote per roll call was obtained.

Invited Speaker:

CAPT Jerry Farrell thanked TPAC for the invitation. He stated the COA conference was the largest attended in history with numbers exceeding 1500. There were more exhibitors than before and more scientific programs providing continuing education credits. A Pennsylvania regional public health symposium was added for all public health professionals as well as a program for the mental health providers. The foundation sponsored Global Health Summit that was held the day before the conference was very well attended, in excess of 400 participants. The Summit brought many distinguished public health practitioners from around the world, like the Surgeon General from Afghanistan, he made very emotional comments of what the needs of his country are in terms of public health and how much the United States has done to assist Afghanistan in that effort. Foundation has decided to continue to follow on this tradition and plan future Global Health Summits involving the US Public Health Service and the Commissioned Corps.

Legislative issues: There two bills currently in front of the Congress that address workforce development issues. One is that would provide scholarship and loan repayment program if people take commission in public health service and would go into program like tribal health, underserved areas etc. To set up a task force to study the issues that will provide seat for the Surgeon General on that study group. We support this bill, as the presence of the SG will ensure that Commissioned Corps is included in any deliberations relating to Commissioned Corps work force issues.

Other bills include the one introduced by Senator Frist on Global Health Corps. The bill addresses many issues but one that COA is particularly interested in is, where it establishes the Commissioned Corps as the essence of Global Health Emergency Response Force. COA has participated in drafting that particular portion of the bill and the bill should be going to the House this year. Senator Lieberman has introduced a bill on Bio-shield. That bill is very large and highly technical and particularly involving Homeland Security that would establish their own "Shadow Commissioned Corps" if you will. The COA Legislative Committee will look at the bill and make appropriate recommendations.

Finally there is a potential to resurrect the bill that addresses the Commissioned Corps Transformation. That would happen when Secretary Leavitt decides on the transformation of the Corps. The Secretary has been reviewing the options that were presented to him on the 8-9 issues and has had several meetings with the SG and the ASH. In his 500 day plan he specifically addresses the Commissioned Corps. The COA sent the Secretary a letter right after the 500-day plan was published, stating that COA strongly supports the transformation and is standing by to support him in any decisions that are made. The response from the Secretary will be published on the web and/or the Frontline.

CAPT Farrell asked every one to be patient and that the decisions are coming that will make most all officers happy. He cautioned however, that once decisions are made would begin the hard work of implementing those decisions. The transformation will not immediately change every thing, but will occur over a period of a few years.

Promotion policy: As was announce by CAPT Furman and CAPT Canton at the COA meeting, the promotion percentages for O-4 and O-5 are essentially same as last year but significant change is for O-6 that has increased from 15% last year to 25% this year. CAPT Farrell received a brief from CAPT Furman the day before the presentation about how those promotion percentages were reached. The briefing was not very satisfying to COA. One significant piece of information that was gleaned from the briefing was that a study had been performed to compare the Civil Service grade structure with in the DHHS to the Commissioned Corps grades, i.e. O-1 to O-8 were compared with GS-7 and higher. The outcome of the study was that the Civil Service is like an inverted pyramid meaning there are more senior people than the junior people. This contradicts the argument from Civil Service that the Commissioned Corps is top heavy. There is more to follow on that issue. COA position regarding promotion and transformation remains consistent.

Finally, the COA is about to wrap up a very good year with a financial surplus. This would allow the association to upgrade a few things like offering a toll-free phone number for members to call in. Also, a membership database that members would be able to access on-line. The plans are underway for the 2006 COA Annual meeting 1-4 May 2006 in Denver Colorado. Hoping that it will be bigger and better and looking forward to all members attending.

IV. REPORTS

A. CPO Report

CAPT McGarvey thanked the COA Task Force for a very successful category day in Philadelphia. He received many compliments and feedback on he educational presentations, awards and the retirement ceremony from officers of other categories as well.

The Quad service PT meeting was very productive and he encouraged other disciplines, OT, SLP and AUD to get in contact with their DoD counterparts to have periodic meetings. The discussion at the last quad service PT meeting was regarding what rank should the doctorate level PT's be brought into the service since most all programs are moving toward DPT. Navy has developed a regulation which they will share with all, USAF, USA and the USPHS. CAPT McGarvey will share this information as it becomes available.

PT Service advisor for the Army, COL Terri Schneider wants to take on the initiative to standardize procedure and the diagnosis coding in an effort to standardize care across board. CAPT McGarvey asked for a volunteer to be on this initiative and be the PHS point of contact to COL Schneider.

CAPT McGarvey served his last day as the CPO-SG-PAC chair this last Thursday 06/23/05. His replacement is CAPT Bill Stokes and the co-chair is CAPT Linda Morris-Brown.

He put forward the question regarding should the Respiratory Therapists be considered for commission with in the therapist category? He stated that definitely in the IHS there is need for this and recommended that the issue be resurrected.

There is a vacancy at NIH for a PT, O-3 to O-4 level. Anyone interested should contact CAPT McGarvey.

The presentations at the COA category day were excellent and he recommended that those be posted on the TPAC Website for those who were not able to attend.

One of the comments from the award recipients this year was that awardees should be informed ahead of time that they would be receiving an award. With that they would be better prepared and also would like to have their families present for the award ceremony. He recommended that the Awards committee and the TPAC consider this very seriously.

The category day representative for the next year should be identified soon to begin preparation for the 2006 meeting in Denver CO.

The CPO's have spent a lot of time on discussions over the concept of "three and freeze" and feel that this could potentially have a large impact on the corps strength. They have asked OCCFM for a more detailed analysis of the long-term (over three years) impact this could have on each category, including the recruitment and retention and the long term force structure. More to follow.

CAPT McGarvey went over the comments of the promotion board:

1. The CV format is vague. Recommend use the standard CV format posted on the TAPC Web-site
2. CPO should be more involved with the officers up for promotion.
3. Geographic mobility.
4. Grade level is not comparable with the jobs. CAPT McGarvey felt that the standardization of the billet structure would eliminate this issue in the future.

He also offered to assist any and all officers with any questions they might have in preparation for the promotion board or any other issues. He urged officers to call him or e-mail him.

B. TPAC Chair Report

CDR Gaustad reiterated COL Schneider's desire to work with the PHS PT on the standardization of care. He will get in contact with her for more specifics and send them out to the category.

He thanked the COA 2005 Task force on the job well done for the Category day. The next year's meeting is at the Adam's Mark Hotel downtown Denver, CO. He encouraged everyone to plan ahead and attend the meeting.

The OSG has approved the nominations to the TPAC and the letters have been sent out. He officially congratulated CDR Hooper, CDR Figueroa and LCDR Boles on being selected to serve on the TPAC. The alternates do not get a letter from the OSG at this time, only if they are called upon to serve an un-expired term. He encouraged everyone to self nominate next year.

Please send any photographs of officers in action or on any specific duty or when receiving award etc. to the category historian CDR Jessie Whitehurst-Lief who archives these photos for the category.

After action reports: Please file the after action reports from any deployment, TDY or special duty assignment. The format is on the web site, please use it and submit. This type of information is very valuable to our category and can be utilized for presentations on the courses like the JODC course in Ft. Sam Houston. This course is great opportunity for our category officers to attend.

OCCFM will provide information to all on the issues discussed at the COA. Please continue to monitor the CCMIS web site for this as well as for OCCO's career development web page.

The Warrant officer (WO) task force has completed the task and submitted recommendations to the OSG and the ASH. The 2nd or 3rd round proposals will address COTAs to be included as WO's.

Congratulations to CDR Manrique and her taskforce on developing the first ever career development document. That document is on the TPAC web site.

Please submit a note if you have published anything or have submitted an article to be published. Also any home town news for positive publicity to the commissioned corps.

Please donate to the Henry Jackson foundation, they help fund the awards, the scholarships etc.

Uniform guidelines have been written for BDU's when worn during deployments.

Basic readiness: Be prepared as the hurricane season is approaching very soon. The guidelines for the vaccinations: Specifically the Hep-A and Hep-B series. If you have not taken the 2nd or the 3rd shot respectively in the series, you do not have begin the series all over again. Just go ahead and take the final shot that is acceptable per the CDC guidelines.

Every one should check their readiness status on the OFRD web site. If any discrepancies, please address those as soon as possible so that our readiness can be at 75% or higher by September 01, 2005.

AMSUS: The annual AMUS Awards deadline for submission is only a week away. The information is on the AMSUS web-site. There four awards that our category officers could be eligible for. Please submit nominations per the criteria posted on the web site.

Per an article in the PT Bulletin the EMG-NCV course held in Mesa AZ was very successful and he acknowledged that IHS was a large contributor to that success and thanked the local IHS and therapists for their contributions.

Committee reports: (Written Reports are attached)

Administration Committee: CDR Shapiro reported that the COA 2005 in Philadelphia was a huge success. We had a very busy but productive category day with excellent speakers as well as retirement ceremony, awards and paper presentations. The evening social event onboard the Spirit of Philadelphia was outstanding and a lot of fun. The BMI booth was extremely well attended and we received very positive feedback from officers and others who visited the booth.

Information Management Committee: CDR Figueroa for LCDR Newman reported:

Web Page Subcommittee, CAPT Karen Siegel, Chair
-The following have been updated on the Therapist's Web Site:
Educational Course listing
Contact information for Associate Recruiters
April vacancy report
Henry Jackson Foundation account information
The Therapist's OCCO liaison contact information
Added Henry Jackson Account information on education page
Updated the Audiology Discipline Liaison

TPAC roster
Hail and Farewell
Posted Award Process and Criteria
Posted CAPT McGarvey's FAPTA award

JOAG

LT Stephanie Maxfield has resigned her appointment to the JOAG due to a change in work and will not be able to serve as a liaison to the TPAC. She will continue to be involved in JOAG as she is able. I would like to thank her for her service on JOAG. She is well respected on the JOAG. She has been a dynamic and diligent officer in the JOAG and I will miss working with her.

-Nome, Alaska is looking for Inactive Reserve coverage. Information regarding this position has been forwarded to Inactive and Active Duty therapy officers. Dimitrus Culbreath is forwarding all requests for inactive reserve officers to his listserv in a very timely manner. Requests can be sent directly to him, but please CC to LT Souvignier.

Readiness Committee: CDR Drinkard commented on the immunizations as they relate to readiness standards. With the new information presented would not impact on the therapist category readiness levels. He also thanked LCDR McMillan on doing an outstanding job at the COA with the BMI booth. He further stated that he has been the chair for the readiness committee for three years and is time to step down. He nominated CDR Shapiro to succeed him as the Readiness Committee chair. At CDR Gaustad's request CDR Drinkard agreed to remain the chair for the Healthy Lifestyles subcommittee.

Strategic Growth Committee: LCDR Melanson reported on the vacancies within the department and in BOP. (the list is included on the report) There are 11 candidates who have been boarded. He differed to LCDR Martineau for further information regarding the recruitment status. IHS positions were advertised in the PT Bulletin. CDR Goode was at the annual APTA conference in Boston manning the IHS recruitment booth. She also presented some update from that event.

He informed that this was his last meeting as the voting TPAC Member and the strategic growth committee chair. He thanked all those worked closely with him like CDR's Gaustad, Shelton, Manrique, and Weaver, LCDR's Magel and Boles and LT Maxfield.

Professional Development Committee: CDR Manrique reported that the Career Development document is now on the website. This has been a result of many hours of hard work for many officers. It will continue to be updated as new information is released. She is working with OCCO career development group also, who is working to develop a document for all categories. She recommended that a Mandatory Mentoring program be instituted for our category as many young officers are coming in to the Corps. This would also require a commitment on the part of senior officers to mentor the young officers.

CDR Lois Goode will be stepping down as the chair of the Retirement Recognition subcommittee. Her hard work and dedication is appreciated and she recommended LCDR Julia Woodard to take on that responsibility now.

CDR Manrique would like to propose new task forces as part of the Professional development committee: Public Relations Task Force and Research and Professional Publications subcommittee.

There was a long discussion regarding Inactive Reserves being called to active duty on a temporary basis and their readiness standards etc. She further proposed that the TPAC charter be amended to add the tribal hire therapists as part of our category. CDR Gaustad asked this be presented for discussion at the August meeting for this to be added to the Policies and Procedures manual. CDR Fultz clarified that the PAC's are part

of federal structure i.e. the USPHS that includes the civil Service, though the tribal hire therapists are welcome to attend the meetings but roles and responsibilities are for the federal therapists only. CAPT McGarvey recommended that a brief position paper be prepared for this concept from the TPAC to be forwarded to the OSG.

OCCO Therapist Liaison: LCDR Martineau reported on the VA MOU for obtaining clinical hours for PHS clinicians in non clinical positions to be able to go to the VA facilities has been signed but will be approximately a month before it is widely disseminated. A new OCCO staff LCDR Rhonda Wincoc would be primarily working on this item. Promotion results will be on the website on Friday July 01 for everyone to view. Of course the CPO's and agency liaisons will have the list the day before for personal calls in advance. The plan for applicant/officer locator tool being available to potential department heads is under consideration. Another method for simplification of boarding process for new officers will be to make it available remotely for better participation from officers on selection boards who are located outside the DC-Metro area.

V. OLD BUSINESS

TPAC Elections

CDR Gaustad thanked all of the committee chairs that are outgoing, for their contributions to the TPAC and their dedication. These past few years have been very challenging but the Therapist category has made many strides. He nominated CDR Shapiro to replace CDR Drinkard as the Readiness Committee Chair and asked that CDR Drinkard remain the chair of the Healthy Lifestyles Subcommittee. A vote by acclamation was obtained.

For the out going Executive Secretary who is also by default the Chair of the Administrative Committee, CDR Shapiro recommended LCDR Dahl to take that position. A vote by acclamation was obtained. For the Strategic Planning and Development Committee, CDR Shapiro recommended LCDR Boles be appointed as the Committee Chair replacing LCDR Melanson as the out going chair. A vote per acclamation was obtained. CDR Gaustad congratulated newly selected committee chairs.

Commissioning Standards

CAPT Cavanaugh has been working closely with CDR Shapiro, CDR Payne and LCDR Dahl on developing the updated standards for the therapist appointments that are currently located on EXHIBIT X of the Appointment Standards for Commissioned Officers. We have looked at the education, licensure etc. and have received guidance from various experts. The recommendations are very close to being completed and will be forwarded to TPAC members.

Awards Guidelines

Report is deferred to next TPAC meeting in August

CCMIS Web Site

Report was deferred to next meeting in August.

Charter/P&P Manual

CDR Payne reported that changes have been made to P&P Manual. Some of the good recommendations conflict with the current charter, which at this time will not be incorporated. The Charter also currently is in the process of being reviewed, which is due every three years. Current recommendations to the P&P manual that do not conflict with the charter will be sent out for TPAC approval.

Mission/Vision Statement

CDR Gaustad stated that Mission and Vision statement has been sent to TPAC. He thanked the task force including CDR's Balash, Pickering and Shelton and LCDR's West and Grogan on their contributions for this.

VI. NEW BUSINESS:

Task Force to review documentation and write a white paper for the appointment of Respiratory Therapists to the Therapist Category. CDR Fultz will lead the task force. Members; CAPT Hemingway, LCDR West, LCDR Randall, and LT Souvignier. CDR Gaustad ad hoc member.

Education Subcommittee to review the Board Specialty pays criteria and post it on the TPAC website.

Strategic Growth Committee is tasked to annually update the category profile on the TPAC web page. It is currently under the CPO heading but should now be moved to Strategic Growth Committee.

Category Coin LCDR Ron West presented the concept of the Category Coin that could be used as an Honor Coin or a Challenge Coin. He will have some preliminary design to the TPAC and welcomes any recommendations.

VII. OPEN FORUM:

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:	Title/Proxy	AGENCY/OPDIV
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		HRSA/Rockville
CDR Kathleen Manrique		IHS/Alaska
CDR Eric Payne		BOP/Rochester
CDR Susanne Pickering		CDC/Atlanta
CDR Frank Weaver	CDR Shapiro	IHS/Shiprock
CDR Jessie Whitehurst-Lief	CDR Gaustad	BOP/Lexington
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Ex-Officio Member:		
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Category Participants		
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IHS	Zuni, NM	CAPT Sellers
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	Polaka, AZ	
	Shiprock, NM	CDR Shelton, LT Souvignier
	White River, AZ	CDR Goode,
	St Ignatius, MT	LCDR Roe
NIH	Bethesda, MD	CAPT Siegel, CDR Smith
HRSA	Belleview Hospital, NY	
OS	Region VIII	
	Rockville, MD	
Non PHS Agency		
BOP	FMC Carswell FT Worth	CDR Bradley LCDR Woodard
	FMC Springfield	LT Feola, LT Engleman
	FMC Rochester	LT Feda
	FMC Butner	
USCG		
CMS		
FDA	Phoenix, AZ	LCDR Boles
	Rockville, MD	

CONCLUSION: Meeting adjourned at 15:40 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: June 13, 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
June 24, 2005

I. Finance Subcommittee

Chair: LCDR Ron West

Members: LCDR Jeff Richardson

The Finance Subcommittee is continuing with the fundraiser with memo to the category officers for voluntary contributions to the Henry Jackson Foundation. There excellent support from the vendors at the COA 2005.

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

The Category day was very successful with excellent and very timely presentations by renowned speakers from UPENN, Dr. Stunkard and his group, from Belleview Hospital (UNY), Dr's Sheehan and Alvarez. Members of other categories attended the educational courses as well and we received BZ's on the quality of speakers and the topics.

The annual retirement ceremony honoring CAPT's Hurley and Varvel was very well done and the icing on the cake was the arrival of the Surgeon General during the ceremony to congratulate and honor CAPT Hurley personally.
The evening program aboard the Spirit of Philadelphia was literally a smooth sailing and what fun!
The BMI Booth together with the Dietician category was again a remarkable success and the added item of bone health questionnaire was very well received.

III. TPAC Processes:

Chair: CAPT Rebecca Parks

Member Elections: Responsibility: TPAC Executive Secretary:

The Office of the Surgeon General has sent out the letters to the newly elected TPAC Voting members.

Charter Review: **Chair: CDR Eric Payne** Many updates have been completed and both the charter and the Policy and Procedures Manual will be presented to the TPAC members for vote to adopt the changes.

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

Respectfully Submitted,
CDR Rita Shapiro

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

Date: JUN 16, 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
JUN 24, 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

CDR Lois Goode is resigning from Subcommittee Chair effective 7/1/05

Mentoring Subcommittee

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks

Nothing new to report

Awards Subcommittee:

Chair: CDR Nancy Balash

Members: CDR Scott Gaustad, CDR Lois Goode

- No report

Therapist CV Format and COER Task Force

Chair: CDR Michele Jordan

Members: CDR Nancy Balash, LCDR Ron West

No report

Career Pathway Task Force

Chair: CDR Kathleen Manrique

Members: 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

- The career pathways document has been posted to the web site. Thank you to CAPT Siegel for her tireless work on formatting to post on the web page.

OCCO Career Development Committee

- CDR Manrique is participating with the OCCO Career Development Committee- all PACS and Special groups are presented and meetings are held monthly.

PDC & Recruitment

- Goal for the coming year is for the Prof Development Committee to work closely with the recruitment & retention committee in order to facilitate transition to active duty, stream line membership in the mentoring program and orient the new Therapists to the guidance available from the PAC.

Future Action items for TPAC review/comment-

- PR committee: to assist therapists with guidelines for items of interest to submit to local and hometown newspapers
- Case Study/ Professional Publications Committee: A self help guide for the writing of case studies, references to helpful journals or documents to assist therapists in publishing case studies and professional publications, as well as preparing of poster presentations.

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

Memorandum

Date: June 13, 2005

To: CDR Scott Gaustad, TPAC, Chair

From: LCDR Sue Newman, Chair, Information Management Committee

I. Web Page Subcommittee, CAPT Karen Siegel, Chair

-The following have been updated on the Therapist's Web Site:

- Educational Course listing
- Contact information for Associate Recruiters
- April vacancy report
- Henry Jackson Foundation account information
- The Therapist's OCCO liaison contact information
- Added Henry Jackson Account information on education page
- Updated the Audiology Discipline Liaison
- TPAC roster
- Hail and Farewell
- Posted Award Process and Criteria
- Posted CAPT McGarvey's FAPTA award

-The April TPAC meeting minutes have been posted and the Career Pathways has been incorporated into a new page. The main site is at <http://www.cc.nih.gov/rm/pt/pathways.htm> but slight adjustments have been made on other pages as well, so the new document is completely incorporated into the existing site. Thanks to CDR Manrique for working with me on transitioning the document into the new web site

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) The new senior advisor for the JOAG has been selected. CAPT D.W. Chen is a physician stationed in the office of Force Health Protection and Readiness in DoD. JOAG is very excited about the selection.
- 2) The COA meeting was a huge success for JOAG. We were able to accomplish the following things:
 - + Presented the Junior Officer of the Year Award
 - + Held our annual meeting, presenting our annual report of accomplishments and goals, attended by VADM Carmona.
 - + Sponsored a Junior Officer professional development seminar which was attended by 200 officers, in which the CPOs also attended.
 - + Volunteered to help with the meeting planners.
 - + Carried out a very successful fund raising effort.

- 3) LT Stephanie Maxfield has resigned her appointment to the JOAG due to a change in work and will not be able to serve as a liaison to the TPAC. She will continue to be involved in JOAG as she is able. I would like to thank her for her service on JOAG. She is well respected on the JOAG. She has been a dynamic and diligent officer in the JOAG and I will miss working with her.
- 4) 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 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, July 8th. 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

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

-Nothing to Report

V. Inactive Reserve, LT Alicia Souvignier, Chair

-Nome, Alaska is looking for Inactive Reserve coverage. Information regarding this position has been forwarded to Inactive and Active Duty therapy officers. Dimitrus Culbreath is forwarding all requests for inactive reserve officers to his listserv in a very timely manner. Requests can be sent directly to him, but please CC to LT Souvignier.

-LT Elton continues to serve with Army. Her short tour ends June 20, but she expects to be recalled on July 1.

-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:

• MULTI-AGENCY

FDA

FDA one-year detail for Project Manager; open now at the FDA/CDRH/ODE/DGRND/GSDB, please contact Miriam Provost, Acting Division Director if interested at 301-594-1184 or via e-mail at MXP@CDRH.FDA.GOV.

• IHS MULTI-SITE

Tahlequah Hospital, Tahlequah, OK – 1 Staff PT, contact **LCDR Cindy Carter** (918) 458-3260

Claremore Indian Hospital, Claremore, OK – 1 Staff PT, contact **LCDR Bridgette Seago** (918) 342-6214

Ada, OK – 1 Staff PT, contact **Britt Johnson** (580) 310-6635

Choctaw Nation Health Care Center, Talihina, OK – 1 Staff PT, contact **Suzan Abeyta** (918) 567-7039

USPHS Indian Hospital, Lawton, OK – 1 Chief PT and 1 Staff PT, contact **Twila Jimboy** (580) 353-0350

- **IHS NM**

Gallup: anticipating one opening for PTA, one position for OT; contact is **LCDR Barbara Cayatineto**, PT, 505-722-1510

ACL: one Staff PT position open; contact is **LT Stephen White**, PT, 505-552-5311

Shiprock: Anticipating Rehab Director and PT Chief positions, Open one staff PT ; Contact for all positions is **LT Lorrie Murdoch**, PT, 505-368-7103

Crownpoint: staff PT position; contact is **LT Matthew Daab**, PT, 505-786-6266

- **NIH**

1 physical therapy vacancy #CC-05-3123

- **IHS AZ**

Winslow: anticipating an opening for a staff PT. This is a new position. Contact **LCDR Michael LaPlante** at 928-289-6179 or by email: michael.laplante@ihs.gov

Sells: Staff Physical Therapist position open, point of contact: **Rebecca D. Harry**, Lead Physical Therapist, 520-383-7296

II. CONGRATULATIONS:

- **IHS AZ**

Phoenix: **CDR Liza Figueroa** was appointed Phoenix Area Rehab Consultant

- **BOP WEST**

USMCFP Springfield:

- **CDR Scott Gaustad** for receiving the Therapist of the Year award at COA

- **CDR Scott Gaustad, LT Justin Feola, LT Jill Tillman, LT David Engelman** received a Unit Commendation award for their presentation on Health Promotion at the BOP annual refresher training.

- **NIH**

- **CAPT Charles McGarvey** received the honor of being elected as a Catherine Worthingham Fellow of the American Physical Therapy Association and was

recognized for this honor at a ceremony June 10 in Boston, MA at PT 2005: Annual Conference and Exposition.

- **CAPT Fran Oakley** on receiving the 2005 William Fromherz Award and **CAPT Karen Siegel** on receiving the 2005 Josef Hoog Award presented by the Therapist Category at the COA Conference.

- **MULTI-AGENCY**

FDA

- **Arizona: LCDR Terry Boles, PT**, a member of the FDA's Liberty Shield Response team received the PHS Unit Commendation. The unit received recognition for exceptional and dedicated efforts to assure the security of the Nation's food supply during the Iraq war.

- **Maryland: LT Ayanna Hill, OT**, was awarded a PHS Citation for her Project Management efforts in the Plastic & Reconstructive Surgery Devices Branch (PRSB). She was also awarded the "Outstanding Inter-center Scientific Collaboration" CDRH Scientific Achievement Award for her work as part of the Sculptra Injectable Gel Pre-Market Approval (PMA) Review Team for outstanding collaboration in the review and recommended approval of a first-of-a kind, expedited implant device.

- **CDR Rita Shapiro** received the unit commendation for her participation in the G-8 Summit held June 2004 in Sea Island GA.

- **Atlanta: CDR Susanne Pickering** received the unit commendation for her participation in the G-8 Summit held June 2004 in Sea Island GA.

III. NEWS FROM THE FIELD:

- **IHS AZ**

Sells: Lead Therapist to participate in 3-Day Breast Cancer walk, in need of donations. For tax deductible donation, www.the3day.org. Participant name is Rebecca Harry. Walking for everyone whose lives have been affected by breast cancer. She is also participating in part-time manual therapy program through Manual Therapy Institute

- **BOP WEST**

USMCFP Springfield: LT Justin Feola just completed the BOTC course at the 2005 COA conference.

- **IHS NM**

Gallup: Ms. Dawn Dineyazhe, PT, has just delivered a baby girl

Crownpoint: LT Matthew Daab, not transferring; is remaining with Crownpoint IHS

IV. WELCOME/FAREWELL

Welcome:

- **IHS AZ**

Ft Defiance: *Ms. Sarah Pierre* will begin employment as a staff physical therapist on July 18, 2005

Hopi: *CDR Kathleen Manrique*, PT, DPT, OCS, new Chief Physical Therapist. Her expected start date is early August 2005.

- **IHS NM**

Zuni: Welcome to *LT Karen Kilman*, PT, who has transferred from the Navy

Farewell:

- **NIH**

Elizabeth Augustine has tendered her resignation as a senior staff P.T. and Cancer Coordinator effective June 10, 2005. Elizabeth has played a key role in the ongoing clinical, educational and research mission of the Clinical Center and NIH for the past 10+ years.

- **IHS NM**

Crownpoint: *Ms. Rachel O'Haver*, PT, has left to return to Phoenix Area

Shiprock:

- *LCDR Jake Magel*, PT, has left to take on position in Salt Lake City, Utah as part of a spine center;

- *CDR Gary Shelton*, PT has accepted a position at IHS Headquarters, expected to start Aug 1, 2005

V. PRESENTATION:

- **IHS AZ**

Phoenix: *LT Douglas Henry* gave a presentation on Patient Falls to the PIMC medical staff

- **BOP WEST**

USMCFP Springfield:

- *CDR Scott Gaustad* was guest lecturer at Southwest Missouri State University for the topic of EMG/NCV and Wound Care

- *LT Justin Feola* presented a case study on Primary Lymphedema at the 2005 COA conference. He was also invited to, and presented a case study on Physical Therapy Management Of Antalgic Canine Gait to the Veterinarian Category at the 2005 COA conference.

- *CDR Scott Gaustad, LT Justin Feola, LT Jill Tillman, LT David Engelman* have recently completed teaching a Restorative Aide certification class as adjunct faculty at a local community college.

- **CMS**

- *CDR Rita Shapiro* at the COA 2005, contributed papers session, presented the development and deployment of the electronic health record, Vista-office EHR being sponsored by CMS for adoption in the small physician offices.

VI. PUBLICATION:

- **NIH**

Norman AC, **Drinkard B**, McDuffie JR, Ghorbani S, Yanoff LB, Yanovski JA. Influence of excess adiposity on exercise fitness and performance in overweight children and adolescents. *Pediatrics*. 2005 Jun;115(6):e690-6.

VII. CURRENT RESEARCH:

VIII. DEPLOYMENTS:

- **MULTI-AGENCY**

FDA

Phoenix: LCDR Terry Boles PT, assigned to FDA Phoenix Arizona, deployed to New London Connecticut in support of TOPOFF 3 as a SERT Liaison Officer to the Principle Federal Official, RDML Pekoske USCG. TOPOFF 3 is a Congressionally mandated comprehensive terrorism response exercise designed to strengthen the nation's capacity to prevent, protect against, respond to, and recover from terrorist attacks involving weapons of mass destruction.

- **BOP WEST**

FMC Rochester: LTJG Felipe Zamarron deployed to Red Lake, Minnesota from 10-23 April to assist with community crisis management.

FUTURE AGENDA ITEMS:

Gallup: Want to know status of transitioning PT aid positions officially into PT Assistant positions (licensed); apparently this is a topic TPAC has investigated in the past.

VII. Commissioned Officers Association, CDR Suzanne Pickering
Nothing to Report

VIII. Discipline Liaison
Members:

CDR Michelle Hooper – Audiologist
-Nothing to report

CAPT Rebecca Parks – OT

OT Discipline Liaison

Role

- Act as communication focal point for OT members of the Therapist Category
- Elicit information from OT Officers as requested by CPO and TPAC, as well as other entities
- Disseminate information to OT Officers from CPO, COA, TPAC as appropriate or requested

- Act as liaison between Therapist Category/CPO and AOTA on professional matters concerning the national association, OT practice areas, and legislative issues
- Act as subject matter expert and resource to TPAC/CPO in areas of expertise, i.e., pediatrics, neurorehabilitation, refugee/relief work, disaster situations
- Field questions on PHS and Therapist Category from potential recruits who call or email for information on the Commissioned Corps
- Ensure that OT is included as an equal member in all TPAC/Category matters

Goals/Achievements

- Maintain updated email distribution list for all OTs in category
- Surveyed all OTs re: status of licensure, so as to correct inaccuracies in OCCO appointment standards
- Worked with CPO and CAPT Oakley to create one deployment role and modify another then get them approved by RADM John Babb, so that OTs have appropriate roles for their selection at OFRD website
- Acted as liaison between TPAC and AOTA re: Orthotic/Prosthetic issue (CMS)
- Collected information from OT Officers and from AOTA for the SG Environmental Scan

Expectations for Coming Year

- Work with PT Discipline Liaison to identify counterparts in sister services; attempt to organize regular communication with them
- Continue to act as communication focal point for the CPO and TPAC as it pertains to OT Officers, collecting and disseminating information as needed/appropriate
- Encourage OT junior officers to participate in the Category's Mentoring Program; assist them as requested with tasks such as CV preparation, career development/guidance

Ms. Beth Solomon – SLP
-Nothing to report

CDR Michaele Smith – PT

A Quad service meeting on Wednesday June 15th at Walter Reed Army Medical Center. I'll send the minutes as I receive them. The issue of appointment standards was discussed. All services agreed their specific regulations needed to be updated. Currently, the Army and Airforce bring persons on board with a DPT as a 02; Navy as an 03. PHS has requested Navy regulations for review. More to follow on this issue.

PT Discipline Liaison

Compiles, reviews, and disseminates information to the Therapist Category, and also serves as the representative to the Therapist Professional Advisory Chairperson (TPAC), Chief Professional Officer (CPO), American Physical Therapy Association (APTA), and Sister Services on issues pertinent to the welfare of the Therapist Category.

Year in Review:

- Disseminated information for the Environmental Scan
- Represented TPAC and APTA re: Orthotic/Prosthetic issue, (CMS)
- Reviewed, commented on Appointment Standards
- Attended local Metropolitan Quad service meetings

Future ideas for the Therapist Category to think about:

- Strive for consistent DOD regulations for appointment standards in conjunction with Sister Services
- Facilitate similar (Quad service) meetings for audiologists & OT's---or investigate including them in with the existing therapist Quad service group
- Stronger link with Army Baylor program and PHS educational endeavors
- Arrange for Quad service meetings in local areas, ie. analogous to how we have COA chapters
- Organize Quad service meeting groups at National or CSM conferences

Respectfully Submitted,
CDR Michaele R. Smith

ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

MEMORANDUM

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

Date: 6/23/05

From: LCDR Mark Melanson, Strategic Growth Chair

PHS Therapist Category Vacancies

IHS		Open Date	
PT	Whiteriver, AZ	6/05	Mike Huylebroeck (928)338-3608
PT	Lame Deer, MT	8/04	Natanya Riggs (406)247-7246
PT	Sells, AZ	5/04	Rebecca Harry (928)383-7303
PT	Crow Agency, MT	8/04	Jacky Black (406)247-7214
PT	Nome, AK	10/04	Dorothy Pinkney (907)443-3311
PT	Winslow, AZ	6/05	Mike LaPlante (928)289-6199
Chief PT	Idabell, OK	12/04	Suzanne Abeyta (918)567-7046
PT	Talihina, OK	4/05	Suzanne Abeyta (918)567-7046
PT	Crownpoint, NM	3/05	Matt Daab (505)786-6266
PT	Claremore, OK	6/05	elizabethgunn@mail.his.gov

BOP

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

PT	NIH – Bethesda, MD	11/04	CAPT McGarvey (301)496-2844
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www.cdc.gov/ncipc/default.htm

www.cms.hhs.gov/

www.fda.gov/cdrh/index.html

www.hrsa.gov

www.osophs.dhhs.gov/ophs/

Subcommittee Reports

Recruitment-

- Currently only 9 applicants are boarded and medically cleared. All have been called as well as those that have applied but are missing some paperwork. We encourage all officers to seek out applicants. All Associate Recruiters are asked to contact myself or LCDR Corey Dahl (817-782-4681).
- CDR Manrique stated a desire for the Professional Development Committee to work

closely with Recruitment Committee to welcome new officers.

- LCDR Dahl worked with CAPT Siegel to have info for ARPs posted on our web site. LCDR Dahl also suggested that one officer meet regularly with LCDR Martineau to welcome new members through a welcome letter.

Strategic Growth

- CDR Lois Goode has placed an advertisement for IHS positions in the on-line PT Bulletin.
- A Recruitment booth will be set up at the June 2005 APTA Meeting in Boston with Joe Strunce and Rebecca Harry manning the booth. This was set up by CDR Goode.
- Need to develop all therapists into recruitment advocates.
- Future work to be done to understand IHS staffing patterns and develop strategies to identify potential sites and marketing strategies with CDR Goode, CDR Weaver and LCDR Roe.
- CDR Gaustad suggested that we should do a yearly survey on the billet issue so we do not lose ground on what has been accomplished.

Retention

- Survey responses have been posted on the web site thanks to all therapists who submitted. There is support for continued surveys in the future and CPT Parks suggested that CPT Furman of OCFM would be an excellent resource.

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.
- The alumni list has 31 colleges and 54 therapists identified to be contacts with the colleges. Several therapists have agreed to be responsible for more than one school.
- There are 205 accredited institutions and about 150 therapists in the Corps so we need to expand our contact list.

Long Term Training

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

This is my last meeting as a member of the TPAC. It has been a pleasure to serve the category in this capacity. I could not have served without the help of the following individuals as they made it so enjoyable: CDR Frank Weaver, LCDR Corey Dahl, CPT(retired) John Hurley, CPT Dominick Arentino, CDR Gary Shelton, CDR Kathleen Manrique, CPT Karen Siegel, LT Stephanie Maxfield, LCDR Jake Magel and CDR Scott Gaustad.

ATTACHMENT E: READINESS COMMITTEE REPORT

No Report this period