

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
THURSDAY, SEPTEMBER 17, 1992**

Place: Conference Room L
Parklawn Building
Rockville, Maryland

Date: September 17, 1992

Time: 0900 to 1600 hours

Present: CDR David Nestor (PT/Chairperson/BOP)
CAPT Gene Diullo (PT/CFO/BOP)
CAPT William Fromherz (Director, Officer Development
Branch)
CDR Elaine Corrigan (ST/SAMHSA)
CDR Charles McGarvey (PT/NIH)
LT Karen Siegel (PT/NIH)
CDR Willis Trawick (PT/Field Representative/CMHS)

- I. CALL TO ORDER
Meeting opened by CDR Nestor at 0900 hours.
- II. AGENDA
Agenda of September 17, 1992 was adopted. (Attachment A)
- III. TPAC MINUTES
Approved with one correction. Section IV, A Note of Absence: should read as follows: CAPT Swett and CDR Huylebroeck were unable to attend the meeting due to lack of funding by IHS. CAPT Ferguson was unable to attend the meeting due to lack of funding by OSG.
- IV. ON-GOING BUSINESS
LCDR Oakley, LT Melanson, CAPT Bell-Krotoski, CDR Schroeder, and Sandra Adams were unable to attend the meeting due to scheduling conflicts.
CDR Huylebroeck and LCDR Sellers were unable to attend the meeting due to lack of funding by IHS.
CAPT Ferguson was unable to attend the meeting due to lack of funding by OSG.

V. OPEN FORUM

A. CDR Nestor welcomed CDR Charles McGarvey (NIH) and LT Karen Siegel (NIH) as newly appointed members of the TPAC. LCDR Becky Sellers (IHS) was also recognized as a new TPAC member. Their three year appointments began September 1, 1992. CDR Nestor expressed thanks to all therapists that were nominated to TPAC. He also encouraged all therapists to consider serving the category by becoming members of the TPAC, serving as field representatives, and mentors/preceptors for COSTEPS and newly commissioned officers.

B. ACTION ITEM REVIEW:

The TPAC Charter remains at OSG pending approval. CAPT Diullo has contacted the OSG and is waiting for a reply. He will follow-up on the inquiry and report back to TPAC on December 17, 1992.

Sandra Adams continues to compile the list of Civil Service therapists. Please contact Sandra at 301-496-4733 if you know of therapists that are not receiving TPAC minutes or that are not currently being served by the TPAC.

CDR Nestor noted that letters requesting travel funding for TPAC members were sent to the Agency Representatives. IHS replied and stated that PAC chairpersons would be funded quarterly. PAC members would be funded at the discretion of the "local" approving authority. Travel funding remains a significant problem for TPAC members. This issue will be addressed by the TPAC chair and CPO during the PAC/CPO meetings. However, alternative communications methods must be considered, i.e. teleconferences, increased use of FAX, and overnight mailing, etc. CDR Corrigan and CDR Trawick will explore alternative meeting sites, telephone hook-ups, and report back to TPAC during the December 17, 1992 TPAC meeting.

CAPT Bell-Krotoski was unable to attend the meeting. However, she continues to work with CAPT Diullo on developing staffing and funding mechanisms for members of the Therapist category to participate in humanitarian relief projects such as "Operation Smile", the Romanian relief effort, and the Hurricane Andrew and Iniki relief efforts. A progress report will be submitted by CAPT Bell-Krotoski at the December 17, 1992 TPAC meeting.

CAPT Diullo reported that he has completed the initial exit interview of recently retired and separated PHS officers. CAPT Diullo reported that the officers left the CORPS for a variety of reasons, both personal and professional. No specific trends were noted but career, financial, family concerns, along with frustrations related to the "bureaucratic delays in government funding and staffing" of therapists billets and therapy departments were frequently given as reasons for leaving the PHS. Most therapist leaving the CORPS before retirement stated that they would return to PHS if their individual circumstances changed. CAPT Diullo will continue to interview the retiree/separated PHS officers.

- C. CDR Nestor encouraged TPAC members and Field Representatives to send their reports to him within 2 weeks of the TPAC meeting so they may be included in the TPAC minutes. (Let your fellow therapists and PHS officers know what you are accomplishing.)

VI. NEW BUSINESS

- A. The USPHS "Therapist Career Development/Retention Survey" developed by the TPAC Career Development/Retention Committee of CDR Dominick Aretino (Chair), CAPT Jim Jones, LTjg Mark Melanson, and LCDR Becky Sellers was reviewed and approved by TPAC. The original survey was adapted, in part, from a comprehensive data collection instrument developed by the therapists at NIH. The current TPAC survey is designed to assess therapist's career needs. The survey will be sent to each therapist. Survey results will be used by TPAC to develop strategic plans to maximize professional growth in the therapist category.

ACTION ITEM: CDR Nestor will prepare a cover memorandum explaining the survey. He will coordinate the mailing of the survey. Target date for return of the survey to CDR Aretino is set for October 9, 1992. (Attachment B)

- B. CDR McGarvey presented a revised "Facility Survey of Therapists Assignments in the U.S. Public Health Service". The revised survey was approved by TPAC. Information from the survey will be used by TPAC to update the "Facility Profile" originally compiled and published approximately four years ago by CAPT Gary Hunt (Retired).

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The survey will be included as an attachment to the TPAC minutes. Each facility should designate one individual to complete the survey and return it to CDR McGarvey by November 30, 1992. (Attachment C)

ACTION ITEM: CDR Nestor stated that self nominations to TPAC are being accepted for three 1993 vacancies.

ACTION ITEM: All therapists interested in serving on TPAC should complete the self nomination form (Attachment D) and return it to the TPAC chair as soon as possible.

TPAC members expressed an interest in revising the "Therapist Opportunities" recruitment brochure. Funding issues and the focus of the recruitment brochure were discussed. Practice autonomy, the challenges encountered by PHS therapists, and the unique patient population served were discussed as the focal points of a smaller, less costly brochure.

ACTION ITEM: TPAC will develop a draft brochure focussing on practice autonomy and the unique challenges encountered by PHS therapists. The draft brochure will be reviewed during the December 17, 1992 meeting.

TPAC members expressed gratitude and appreciation for the work of the many therapists serving as field recruiters, mentors, and COSTEP preceptors. Many of the agencies providing career opportunities for therapists do not subscribe to the PHS recruitment contract in Rockville. This leaves therapist recruitment up to the therapists in the field. Thank you for your efforts. Keep up the good work.

CDR Corrigan noted that the Therapist category received approximately 65 Junior COSTEP applications in FY 92. Eleven students were chosen for Junior Costep. CDR Corrigan suggested that TPAC contact all COSTEP applicants and continue recruitment efforts one-on-one.

ACTION ITEM: CDR Corrigan will contact the DCP COSTEP coordinator and get a list of Junior and Senior COSTEP applicants. A procedure for sending follow-up letters and establishing recruitment contacts will be discussed at the December 17, 1992 meeting.

E. CAPT William Fromherz, Director, Officer Development Branch, DCP, discussed career and personnel issues related to promotions, personnel file review, and career counseling. These discussion included:

-Issues related to lost material sent to the DCP file room.

CAPT Fromherz stated that response time for inquiries about lost material has been reduced and the staffing of the file room has been increased. He encouraged all officers to include their PHS numbers on all material sent to the file room.

-Personnel file contents and file review.

CAPT Fromherz stated that the COER and CV (Curriculum Vitae) are extremely important documents when DCP is reviewing the officers file for personnel actions. A current, dated CV which represents the officers duties, responsibilities, accomplishments, PHS activities, awards and recognitions, and non-PHS activities plays a key role in all personnel actions. The CV status will be reviewed by DCP personnel during routine, cyclic personnel file reviews and officers not having a current CV on file will be contacted by their staffing officers to complete that document.

CAPT Fromherz also stated that newly commissioned officers will have their personnel files reviewed after two years of active duty and the new officers will receive a "Career Counseling" session from their DCP representative. This early intervention and "pro-active" approach to career development will allow the staffing officer to advise the new officers on the career options available in PHS, Officer Personnel File contents, performance standards, and promotion requirements.

-1992 Promotion Cycle

CAPT Fromherz reminded TPAC and all therapists that the 1993 promotion cycle is upon us and that eligible officers must meet all DCP deadlines to be considered for temporary or permanent promotion. The corrected PIR must be returned to DCP NLT 11-13-92. Career Counseling must be completed NLT 11-20-92. All documents for the Official Personnel Folder must be received at the File Room at DCP NLT 12-31-92.

CAPT Fromherz discussed the composition of the promotion boards and stated that only permanent O-6 officers are board members. These board members consider temporary, permanent, and exceptional capability promotions. He also stated that the board uses objective promotion criteria when reviewing the officer's file. After scoring each file the board members must rank-order the eligible officers. The number of officers to be promoted is determined at DCP.

Exceptional Capability (EC) promotions are initiated by the officer's supervisor when the supervisor makes the EC recommendation on the officer's COER. The supervisor processes the recommendation through the agency channels to DCP. Once at DCP the EC recommended officer must compete against officers from other categories within the agency. The officers are divided into two groups. One for medical officers and one for "all others". Officers are rank-ordered and the number of officers receiving EC promotions is determined by DCP.

-PHS Awards

CAPT Fromherz encouraged all therapists to use the PHS awards and recognitions system to recognize outstanding performance throughout the therapist's career and not just before a promotion cycle or a personnel action. Awards and recognition should be used to the fullest to recognize exemplary performance throughout a therapists career.

Award Processing Deadlines

Distinguished Service Medal	September 1
Meritorious Service Medal	September 1
Outstanding Service Medal	October 1
Outstanding Unit Citation	October 1
All Other Awards	Last Day Each Quarter

- F. CDR McGarvey reported that he recently attended the "Quad-Services (Uniformed Services) Therapist Advisory Committee Meeting". This meeting is held monthly and is attended by the chief therapists of the Army, COL David Greathouse; Navy, CDR Rick Nielsen; Air Force, LTC Mary Ann Sweeney; and PHS, CAPT Gene Diullo with CDR McGarvey serving as the local representative.

The following issues were discussed by the advisory body.

1. Policies and Procedures for war time deployment and "back filling" of state side military facilities.

2. Recruitment issues and therapist shortages. Army currently short 8 therapist, Navy short 2, Air Force short 15, and PHS short 25.
3. Promotion statistics (per cent eligible that were promoted).

	Army	Navy	Air Force	PHS
0-4	85%	100%	100%	83%
0-5	60%	100%	25%	40%
0-6	45%	0%	None in Zone	45%
4. Army/Baylor Masters Level Physical Therapy Training Program and the PHS Senior COSTEP recruitment program advantages and disadvantages. TPAC will review this material and develop a position paper concerning TPAC involvement in this program.
5. Healthcare for active duty PHS officers in Washington DC/Rockville catchment area versus limited access to healthcare facilities for officers assigned to remote locations. These are issues concerning all uniformed services and are being addressed by PHS and DOD. TPAC will continue to monitor these discussions closely.
6. The Army will conduct a Manual Therapy training course during FY93. One or two PHS officers may attend tuition free if TPAC/PHS provides at least one qualified manual therapist to serve as an instructor or as a laboratory faculty. Therapists interested in attending or serving as faculty should contact CDR Charlie McGarvey (FTS 700-496-4733 Ext 50 or 301-496-4733 Ext 50) for more information.
7. Legislative issues concerning the commissioning of chiropractors in the DOD. The down sizing of the military and the lack of legislative appropriations to pay for the newly commissioned officers appears to have put this resurgent issue on hold temporarily.

ACTION ITEM:

CDR McGarvey will continue to attend the "Quad Services" meetings and serve as the liaison for the CPO, TPAC, and the PHS Therapists Category. He will report the committee's activities to the TPAC. (Special thanks to Charlie for establishing and maintaining this important inter-service communications link.)

CDR F. Levy

VII. REPORTS

- A. Chairperson: CDR D. Nestor
(ATTACHMENT E)
- B. Chief Professional Officer: CAPT G. Diullo
(ATTACHMENT F)
- C. DCP Rep/Therapist Staffing Officer: CAPT W. Fromherz
See minutes.
- D. Recruitment Committee: CAPT B. Ferguson
No report.
- E. COA Therapist Representative: CDR M. Schroeder
No report.
- F. Research Award Activity: CAPT J. Birke
No report.
- G. Education: LT S. Graham
No report.
- H. Indian Health Service: CDR M. Huylebroeck
(ATTACHMENT G)
- I. Coast Guard: LCDR E. Koziatek
No report.
- J. Food and Drug Administration: CDR M. Schroeder
No report.
- K. Carville
 - 1. Occupational Therapy: CAPT J. Bell-Krotoski
(ATTACHMENT H)
 - 2. Physical Therapy: CAPT J. Birke
No report.
- L. National Institutes of Health
 - 1. Occupational Therapy: LT G. Grogan
(ATTACHMENT I)
 - 2. Physical Therapy: CDR C. McGarvey
(ATTACHMENT J)
 - 3. Biomechanics Laboratory: LT K. Siegel
(ATTACHMENT K)
- M. Bureau of Prisons: CAPT F. Levy
(ATTACHMENT L)

- N. Community Mental Health Services: CDR W. Trawick
(ATTACHMENT M)
- O. Federal Employee Occupational Health: CAPT A. Plumstead
No report.
- P. Health Care Financing Administration: LCDR S. Patterson
No report.
- Q. Center for Disease Control: LT C. Themann
No report.

VIII. NEXT TPAC MEETING:

Date: Thursday, December 17, 1992

Time: 0900 to 1600 hours

Place: Conference Room N*
Parklawn Building
5600 Fishers Lane
Rockville, Maryland

CAPT Diullo FYI (* Room reservation made by calling 301-443-2585 at Parklawn.)

Please submit agenda items no later than December 4, 1992 to:

CDR David Nestor, Chair TPAC
Physical Therapy Department
FMC Rochester
P.O. Box 4600
Rochester, MN 55903-4600

507-287-0674 Ext 135
FAX 507-282-3741

Respectfully submitted,

Concur: 11/3/92

/S/

LT Cindy Melanson
Secretary, TPAC /S/

CDR Dave Nestor
Chairperson, TPAC

Reviewed: 11/3/92



CAPT Gene Diullo
CPO, Therapist Category