

## TPAC Minutes

**Place:** Peabody Hotel  
1995 COA Conference  
Orlando, Florida

**Date:** May 30, 1995

**Time:** 1130 - 1430 hours

LCDR KAREN L. SIEGEL  
BLDG 107 ROOM 65-235  
9000 ROCKVILLE PIKE  
BETHESDA MD 20892

### **Officers Present:**

CAPT Judith Bell-Krotoski (OT/Chair/HRSA)  
CAPT Willis Trawick (PT/SAMHSA)  
CDR Marie Schroeder (PT/FDA/COA)  
CAPT Jim Jones (PT/IHS)  
CDR Charles L. McGarvey (PT/Secretary/NIH)  
CAPT Michael Huylebroeck (PT/CPO/IHS)  
CDR Suzanne Pickering (OT/SAMHSA)  
CAPT Jim Birke (PT/HRSA)  
CAPT Andrew Smith (PT/IHS)

### **AGENDA**

- I. Meeting called to order at 1130 hours.
- II. Agenda adopted (see attached)
- III. Last meeting minutes were adopted as previously published.
- IV. Open Forum
  - a.) Welcome to all members and guests
  - b.) Request for reports from the field.

CPO/TPAC Meeting report 05/24/95 was provided by Cdr. McGarvey for the Chairperson, TPAC and CPO. The following listing of agenda items were discussed:

**NEW COER:** Beginning in 1996 certain editorial changes and processing changes will be incorporated into the COER. A memorandum will be forthcoming which will identify these changes and further recommendation by the task force that reviewed the COER.

**DCP Updates:** There have been a number of changes instituted in the use of T&E for the re-commissioning of past PHS officers who desire to come back into the corps. In some cases the previous caps and restrictions as to how long a re-commissioned officer might have to wait in order to be considered for

promotion board may be waived. These changes do not apply to individuals being commissioned for the first time. Additional information regarding this issue will be forthcoming.

**Visioning Draft:** Has been circulated to the CPOs and TPAC chairmen for comment. Individuals who desire a copy of the draft should contact these people in their respective categories.

**Acting Surgeon General Report:** Dr. Manley commented on the efforts to provide a plaque and monies to begin a library in memory of the Oklahoma disaster. She also indicated that HHS is aware of the high levels of anxiety being felt by HHS employees as a result of the downsizing/streamlining activities. HHS will be making efforts to provide employee counseling and due consideration for career counselling for those affected by agency re-organizations.

**Review of DCP Report (Executive Summary):** The executive summary of this report was distributed to every CPO for their review and recommendations. The report made a series of recommendation in reorganizing DCP in such a way that CPOs should benefit by the availability of FTE to support their positions. Individuals who wish to review this report should contact their respective CPO.

**Building Security:** The Parklawn Building is in the process of evaluation by an outside contractor to determine the need for security measures following a bomb threat that was called in approximately 3 months ago.

**OSH/OASH:** It is anticipated that the merger of the OASH and the OSH will be somewhat difficult but accomplished over the next few months.

**HSO Video Tape:** The HSO category presented a video tape produced by Carville which depicted the history and current status of the HSO category.

**Home Page:** With the introduction of the Commissioned Corps Home Page on the Internet, many categories are beginning to develop their own respective home pages in order to provide information to the public and their professional colleagues.

Capt. Bell provided a listing of the essential activities of the Therapist Category (see attached). Capt Bell has requested that all individuals review this document and submit any additions or changes directly to her. She indicated that the TPAC will continue to maintain and update this document periodically.

Capt. Trawick reported on the continued need for the Therapist Category to respond to the Medical Readiness Force (MRF). This force would provide personnel to respond to particular situations in which humanitarian aid was needed. He indicated that this activity was open to anyone and that all that the officer would need to do to participate was to complete a form (see attached) in order to be considered for this activity. Individuals who had additional questions should contact Capt Trawick at (202) 373-7888.

Articles for CC Bulletin: Capt. Taffett requested articles for the CC Bulletin. Responses should be forwarded to CDR. Bill Knight.

## **V. New Business**

### **a.) TPAC Roster/Election**

Capt. Bell reviewed the issue of 3 TPAC member whose term expires effective August 1995 and the need to not only fill these slot, but she also suggested that it may be beneficial to establish two additional positions. The TPAC currently has 10 voting members and may have as many as 20 voting members...she suggested that she would survey the TPAC members on these two areas. On a second issue, there were not enough voting TPAC members present at the meeting to establish a quorum and no other mechanism in place by which a vote could be taken on the next chairperson and secretary. There were nominations to both offices.

In an effort to resolve these two issues Capt. Bell indicated she would take responsibility for sending faxes to all TPAC voting members to:

- a.) reappoint the three members to a second term of three years;
- b.) establish two additional TPAC positions and;
- c.) provide a ballot for election of the new chairperson and secretary.

**b.) Essential Activities of the Therapist Category :** Copy of this submitted by Capt. Bell earlier in the meeting and reviewed members. No action necessary.

**c.) TPAC Minutes:** There was a general and brief discussion regarding the need to get the TPAC minutes out to the Therapist Category in a more timely

manner. Also a number of field representatives have indicated that they no longer have the capacity or personnel to copy and distribute the minutes to therapists in their region. Capt. Bell is to contact those field representatives regarding their commitment to accomplish these duties as a responsibility of their position which they accepted. Efforts will also be made to investigate another means in which to communicate the minutes to the category (ie; a home page on the Internet) More to follow on this issue.

**d.) Future IHS, BOP and Category Issues:** Capt Huylebroeck described a variety of events and changes which were impacting on the IHS and BOP which may require the Category's attention:

1.) Many IHS facilities are considering the 636 and compacting programs in order to acquire full control and staffing of their service units over the next few year. This could impact significantly on the number of positions available for therapists in the IHS. In contrast BOP plans to expand their facilities over the next few years and will be in dire need of therapists.

2.) Capt. Huylebroeck requested a discussion (pros and cons) of the merit of merging the Dietary Category with that of the Therapist Category. A discussion of the pros and cons was provided by a number of the members and no specific action was taken.

3.) Capt. Huylebroeck listed a series of educational activities that he has been involved in coordinating over the past few months:

- MeKenzie Course
- EMG Course
- Advanced Spinal Mobilization Course
- Neuromusculoskeletal Screening Course
- Army Baylor Program (1 PHS COSTEP)
- 18 month Orthopedics residency program @BAMC
- Wound Care

Individuals who desire more information regarding these courses are encouraged to contact Capt. Huylebroeck for further details.

**e.) Military Customs:** Lt Standish has been working on the production of a video tape on military customs and courtesy. More to follow.

**f.) Next TPAC Meeting:** Tentatively scheduled for Friday August 25, 1995. Place and time to be identified to the members at a later date. An effort is being made to produce another videoconference so that other facilities/agencies can participate. Please notify Capt. Huylebroeck regarding whether your facility has satellite and reception capabilities.

**ACTION ITEMS:**

Capt. Bell: To fax to voting TPAC members information on the reappointment of the three outgoing members of the TPAC; establishment of 2 additional positions to the TPAC and election of new chairperson and secretary.

VI). Meeting adjourned at 1430.

Respectfully submitted,

*Cdr. Charles McGarvey*

CDR. Charles McGarvey  
Secretary, TPAC

*7/18/95*  
Date

Concur:

*CAPT Judy Bell-Krotoski*

CAPT Judy Bell-Krotoski  
Chairman, TPAC

*7/18/95*  
Date:

Reviewed

*Capt Mike Huylebroeck*

CAPT Michael Huylebroeck  
Chief, Professional Officer, Therapist Category

*7/19/95*  
Date

attachments

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE  
MEETING AGENDA  
May 30,1995**

- I. Call to Order
- II. Adoption of Agenda
- III. Adoption of Previous TPAC Minutes
- IV. Open Forum

- A. Welcome
- B. Request for Reports From the Field

**V. New Business**

- A. TPAC Roster/elections
- ✓ B. Essential Activities of the Therapist Category
- C. TPAC Minutes
- D. Mentoring program
- E. 1998 PHS Bicentennial - History
- ✓ G. Medical Readiness Update
- H. Multiservice Joint Training/Assignment Update
- J. Military Customs

**VI. Reports:**

- Chairperson-----J. Bell-Krotoski
- ✓ Chief Professional Officer-----M. Huylebroeck
- ✓ CPO/PAC Chair Meeting Summary-----C. McGarvey
- DCP Rep/Therapist Staffing Officer-----W. Fromherz
- COA Therapist Representative-----M. Schroeder
- Uniform Military Task Force-----J. Standish
- ✓ Medical Readiness Task Force-----W. Trawick
- Membership Task Force-----B. Sellers
- Training Needs Task Force-----S. Phillips
- Multiservice Joint Training/Assignment---C. McGarvey
- Research Award Activity-----J. Birke
- Field Representatives:
- Indian Health Service-----A. Esparsen  
S. Graham, J. Hurley, J. Jones, D. Nestor
- Coast Guard-----J. Standish
- Food & Drug Administration-----M. Schroeder
- Carville-----J. Figerola
- National Institutes of Health, B. Parks, B. Drinkard
- Bureau of Prisons-----M. Flyzik
- Commission on Mental Health Services-----G. Johnson
- Federal Employee Occup. Health-----A. Plumstead
- Health Care Financing Admin.-----S. Patterson