

# Therapist Professional Advisory Committee Meeting Minutes

Date: August 25, 1995  
Time: 0935 to 1215 hours  
Location: IHS Office of the Director  
Parklawn Bldg, Rm 605  
5600 Fishers Lane  
Rockville, MD 20857

## Attendees:

In Rockville, MD:

CDR Charles McGarvey  
LCDR Karen Lohmann Siegel  
LT James Standish  
CDR Marie Schroeder \*  
LCDR Georgia Johnson \*

In Albuquerque, NM:

CDR Becky Sellers  
CAPT Jim Jones \*

( \* Field Representatives )

## Absentee TPAC members:

Sandra Adams  
CAPT Judith Bell-Krotoski  
CDR Elaine Corrigan  
CDR Sherry Phillips  
CAPT Charlotte Richards  
CAPT Willis A. Trawick

## I. Call to Order

The meeting was called to order by the chair at 0935. A delay occurred due to technical difficulties in establishing a video link between Rockville and Albuquerque. The meeting was held via telephone conference without video capabilities. CDR McGarvey was interested in finding additional sites for future TPAC meetings with videoteleconference capabilities.

### **ACTION ITEM:**

LCDR Siegel will investigate videoteleconference capabilities at NIH and CDR Schroeder will explore options at the FDA.

## II. Adoption of Agenda

The agenda for the meeting (Attachment A) was accepted without modifications.

## III. Adoption of Previous TPAC Minutes

The previous TPAC minutes from the meeting of May 30, 1995, were accepted as published.

IV. Open Forum  
A. TPAC elections

CAPT Judith Bell-Krotoski completed an election by FAX for new TPAC officers and members. The results are shown in Attachment B.

At the time of the meeting, agency approval was still pending for all officers except CDR McGarvey and LCDR Karen Lohmann Siegel from NIH.

IV. B. Action Item Review

As per above, CAPT Judith Bell-Krotoski completed an election via FAX for new TPAC members and officers because there was not a quorum at the last TPAC meeting.

IV. C. Request for Reports from the Field

CDR McGarvey requested all future field reports be submitted to him by the meeting date for inclusion in the minutes and that they follow the standardized report format previously published in the TPAC minutes (Attachment C).

**ACTION ITEM:**

CDR McGarvey will contact all field representatives for their reports within the next two weeks for inclusion in the current meeting minutes.

V. New Business  
A. Reorganization of Committees

CDR McGarvey requested a review of the status of all standing committees of the TPAC.

Research Award Committee:

Update:

CAPT Jim Birke is chair. No need for any changes were identified.

Plan:

Get more information about committee functions.

**ACTION ITEM:**

CDR McGarvey will contact CAPT Birke for an update on research award committee activities.

Recruitment Committee:

Update:

CAPT Barbara Ferguson, former co-chair, retired effective Aug 1.

Most recent recruitment activity was printing and distribution of a new therapist brochure.

Plan:

Committee will now combine recruitment and retention functions as well as activities of membership committee. CDR Siegel will chair the reorganized committee. Other potential members of the committee may include: LCDR Bernie Long, IHS PT recruiter, CDR Dominick Aretino, who previously chaired the retention committee, and CDR Becky Sellers, who has developed and maintained a membership roster of commissioned officers and civil service therapists in the PHS.

**ACTION ITEM:**

LCDR Siegel will contact LCDR Long, and CDR Aretino and CDR Sellers about their possible participation in the newly reorganized recruitment and retention committee.

Education Committee:

Update:

Intent of committee is to provide information via the minutes about educational opportunities for therapists available in PHS and DoD. Some of this information has been provided by the CPO, but the TPAC felt the education committee should coordinate this activity to assist the CPO.

Plan:

Identify a new chair for this committee to assume these responsibilities. CAPT Jones recommended LT Jeff Fultz at Chinle as a possible candidate.

**ACTION ITEM:**

CAPT Jones and CDR McGarvey will both contact LT Fultz about the possibility of serving as chair of the education committee.

Membership Committee:

Update:

CDR Becky Sellers has developed and maintained a list of commissioned officers and civil service therapists in the PHS. The goal of this membership roster was to serve as a resource for recruitment and retention issues. The roster is especially valuable because it is the only source of information on civil service therapists available to the TPAC and the CPO. CDR Sellers plans to continue to update and maintain the list via periodic publication in the TPAC minutes. CDR Sellers also reported that another proposed activity of the membership committee was to maintain a list of therapist vacancies which could be published with the minutes. All committee members felt that this is redundant with the VATS and were concerned that some vacancies could be filled before the minutes are distributed to all therapists.

Plan:

Because the membership activities were originally designed to support recruitment and retention activities, this function will be included in a reorganized recruitment/retention/membership committee as noted above. Vacancy announcements should continue to be made through the VATS. A recent VATS report of therapist vacancies is included as an example (Attachment D).

**ACTION ITEM:**

All supervisors with therapist vacancies are strongly encouraged to use the VATS (Vacancy Announcement and Tracking System) to announce the availability of these positions.

Following this review, TPAC members felt that the existing standing committees met current needs and that no additional committees need to be established at the present time.

B. Policy and Procedure Manual

CDR McGarvey identified the need for a supplement to the charter to clarify the duties, responsibilities, and term of office (if not specified in the charter) for the chair, secretary, voting members, field representatives, and standing committee chairs of the TPAC. TPAC members agreed that this could be a useful document, so a task force will be established to develop this supplement.

**ACTION ITEMS:**

CDR McGarvey will contact CDR Dave Nestor to serve as chair of the task force to develop a policy and procedure manual.

CAPT Jones will contact CAPT Keith Varvel and CAPT Andy Smith to serve as task force members.

C. TPAC Self-nominations

The TPAC self-nomination form will be included with each set of minutes to allow therapists an opportunity to volunteer their efforts in support TPAC activities. Suggestions were made to keep completed forms on file for a limited length of time, such as one year, and to keep the form separate from the packet of minutes when distributed.

**ACTION ITEM:**

Any therapist interested in participating in any TPAC activities are urged to contact the TPAC Chair, CDR McGarvey via the self-nomination form, E-mail, FAX, or telephone at any time.

CDR McGarvey may be reached at:

National Institutes of Health/Bldg 10, Rm 6s235/10 Center Dr, MSC 1604/Bethesda, MD 20892-1604  
phone: (301)496-2844, FAX: (301)402-0663, E-mail: mcgarvey@rmd.cc.nih.gov

D. Therapist Recruitment Brochure

DCP has hired two new staff members to oversee recruitment activities in the PHS for all agencies and categories (Attachment E). The new recruiters are LCDR Doris Ravenell-Brown and LT Robert T. Edwards. They currently have no category-specific information on file from the therapist category. The recruitment branch will be responsible for reviewing and approving all recruitment information to be circulated, but they have no funds to produce any printed material. Supplies of the current brochure are expected to last at least another 1-2 years. At that time, the brochure will probably need to be updated and a new source for printing it will need to be identified. The largest single user of the brochures thus far has been the Army-Baylor physical therapy program which has distributed several hundred brochures.

**ACTION ITEMS:**

Provide DCP Recruitment Branch with a copy of the current therapist brochure.

Any therapist with suggestions or ideas about how future brochures could be printed are urged to contact LCDR Siegel via phone (301)496-9890, FAX (301)402-0663, or E-mail siegel%bmlvax.dnet@dxi.nih.gov.

E. Inter-Service Therapists Advisory Committee Report

CDR McGarvey attended the physical therapy inter-service meeting on August 22 at Walter Reed Army Medical Center in Washington, DC.

Representatives from the other services have changed due to transfer or retirement. The new representatives are:

Army: COL Bonita Beattie

Navy: CAPT Margaret Moynehan

Air Force: LtCol Lorraine Shelton Gaines

The following issues were discussed at the meeting:

- Significant staffing cut backs (nearly 50%) are expected in the Navy, Army, and Air Force between now and 2000. Programs will likely be cut to meet active duty needs.
- A list of all physical therapy sites in the federal system including both DoD and PHS was circulated. This list is too long for distribution in the minutes, but CDR McGarvey has the information on file.
- The other services want to increase the service obligation to 72 months for graduates of the Army Baylor physical therapy program. The COSTEP program which supports a PHS member of the class, still requires only a 2-1 payback.
- DoD is conducting a study to evaluate the use of chiropractors. A three-year contract has been awarded for chiropractors to provide care in the Army, Navy, and Air Force.
- Physical therapists who receive specialty certification through the American Physical Therapy Association will begin receiving special pay Oct 1 in the Navy, and soon thereafter in the Army and Air Force. This was approved by legislation that included DoD, but not PHS physical therapists.
- The Air Force is conducting a 3 week course, probably in Feb 96, to review orthopaedic and neurological physical therapy procedures. The coordinator for this course is LtCol Lorraine Shelton Gaines at Andrews AFB.

The previous meeting of the inter-service group was attended by CDR McGarvey and CAPT Willis A. Trawick. Medical readiness was discussed, and CAPT Trawick received information about DoD activities and resources and was invited to attend a mock military hospital set-up exercise.

**ACTION ITEM:**

All therapists are welcome to submit items for discussion at the next inter-service meeting (probably in October) through CDR McGarvey.

F. Other new business

Eleven therapists have signed up to be considered for participation in the medical readiness force. CDR McGarvey urged more therapists to submit their names for consideration.

LT Standish is coordinating production of a resource video for therapists entitled "Uniform Services Customs and Courtesies". Projected completion date for the video is November 1995.

CDR Sellers reported that the membership list of commissioned officer and civil service therapists needs to be updated and verified (Attachment F).

**ACTION ITEM:**

All therapists (commissioned corps and civil service) should review the attached roster and FAX corrections to CDR Sellers at 505-782-5723, also include FAX numbers and E-mail addresses if applicable.

LT Standish reported that despite wearing a US Coast Guard uniform and presenting a USCG identification card, Parklawn Bldg security would not allow him entry into the building until an employee with DHHS identification verified his purpose in the building.

**ACTION ITEM:**

CDR McGarvey will follow-up with Parklawn security to assure TPAC members can enter the building.

VI. Reports

Chairperson

Out-going chair, CAPT Bell-Krotoski, was unable to attend the meeting due to a sudden conflict that prevented travel away from Louisiana. Agenda notes are included in Attachment G.

In-coming chair, CDR McGarvey, expressed his thanks to CAPT Bell-Krotoski for a job well done as TPAC chair over the last year. He also thanked those attending the meeting in Maryland and New Mexico. CDR McGarvey stated that he was looking forward to working with the therapist category and that his goals are to optimize communication of information from TPAC to the category and to reorganize the TPAC to increase its efficiency in accomplishing its mission of advising the OSG and the CPO on matters of importance to the category.

CPO report not available

CPO/PAC Chair Meeting

CDR McGarvey attended the CPO/PAC Chair meeting on August 24 when the following issues were discussed. Minutes are included in Attachment H.

The House has passed a bill to eliminate the Office of the Surgeon General which includes the Surgeon General and associated support staff. Although DCP falls under the Office of the Surgeon General, DCP is funded separately. The Senate appropriations bill is still in committee, and it calls for the elimination of funding for the position of Surgeon General. There are also other bills in Congress with varying wording on this issue. More to follow.

The Office of the Assistant Secretary of Health which includes the Office of the Surgeon General has been absorbed by the Office of the Secretary of Health. As a result, 250 employees will need to be reassigned including 6-8 staff from OSG.

The hiring freeze continues except for essential personnel.

==> The FY '96 budget is not complete and may not be completed by October 1. This may result in a shutdown of the federal government with a furlough of all non-essential personnel. Agencies are in the process of developing plans in the event that this occurs. All commissioned officers should report for duty on October 1 and be aware that requests for annual leave during this period may be denied.

The final draft of the visioning report has been completed. The purpose of the document is to save the commissioned corps in the short run and make it work better in the long run.

OASH study of DCP has been submitted to OSH, but no decision has been made about the report as of yet. The report was also distributed to the agencies for comment and they have voiced some concerns. The primary recommendation of the report was to develop a board of directors including agency representatives and CPOs to advise DCP.

The final conclusions of the GAO review of the commissioned corps are expected in late September. The report will be shared with "an official" of the PHS before the requestor of the review receives the report in late October. This will give the PHS time to prepare a response before the report is released.

RADM Dahlman reported that a new pay structure is being explored that rewards performance with changes in longevity increases. The total amount of pay would not change, but its distribution will. A change is also likely in the way retired pay is calculated. For officers who entered the corps before 1980, their retired pay will be based on their average pay over the 12 months prior to retirement, not their pay on the day of retirement.

The commissioned corps has a new home page on the Internet and several categories also have home pages. Bill Knight asked that he be informed of any category home pages going on-line. RADM Richard Bertin will coordinate category pages and Francois Leland can also assist categories to develop a home page. CDR McGarvey and LCDR Siegel will explore developing a home page on the Internet for the therapist category.

Promotion precepts for the next promotion cycle will change based on discussion between DCP and agency representative. A sixth precept will be added to reflect the agency recommendation. See Attachment I.

Changes will also be made in the awards process. Depending on each agency's track record of compliance with award nomination procedures, DCP will vary the level of review of the nomination. Agencies with chronic problems may lose their authority to approve awards locally. See Attachment J.

CAPT Rogers (301-443-3000) will now be coordinating orientation and officer career education.

#### COA Report - CDR Marie Schroeder

CDR Schroeder gave an update of COA activities and reiterated some of the COA legislative activities described in the most recent COA Bulletin. The new executive director Michael Lord has already been instrumental in lobbying Congress on behalf of the commissioned corps. The request for a GAO review of the commissioned corps seemed to stem from a lack of understanding of corps functions, so efforts are underway to increase visibility and knowledge of the corps. Former Surgeon General Koop has agreed to help with this effort. Some members of congress have also commented that they would be more likely to support the position of surgeon general if the individual came from within the commissioned corps rather than a political appointment.

#### **ACTION ITEM:**

All therapists are urged to contact their senators and representatives as private individuals or through their local COA branches to voice their concerns about current legislation and to increase awareness of the Commissioned Corps of the US Public Health Service.

#### Field Reports

See remaining attachments.

VII. Meeting was adjourned at 1215. Next TPAC meeting will probably be November 17. Location to be announced.

Respectfully submitted:

---

LCDR Karen Lohmann Siegel  
Secretary, TPAC

---

Date

Concur:

---

CDR Charles McGarvey  
Chair, TPAC

---

Date

Concur:

---

CAPT Michael Huylebroeck  
Chief Professional Officer,  
Therapist Category

---

Date



## **ACTION ITEM SUMMARY:**

LCDR Siegel will investigate videoteleconference capabilities at NIH and CDR Schroeder will explore options at the FDA.

CDR McGarvey will contact all field representatives for their reports within the next two weeks for inclusion in the current meeting minutes.

CDR McGarvey will contact CAPT Birke for an update on research award committee activities.

LCDR Siegel will contact LCDR Long, and CDR Aretino and CDR Sellers about their possible participation in the newly reorganized recruitment and retention committee.

CAPT Jones and CDR McGarvey will both contact LT Fultz about the possibility of serving as chair of the education committee.

All supervisors with therapist vacancies are strongly encouraged to use the VATS (Vacancy Announcement and Tracking System) to announce the availability of these positions.

CDR McGarvey will contact CDR Dave Nestor to serve as chair of the task force to develop a policy and procedure manual.

CAPT Jones will contact CAPT Keith Varvel and CAPT Andy Smith to serve as task force members.

Any therapist interested in participating in any TPAC activities are urged to contact the TPAC Chair, CDR McGarvey via the self-nomination form, E-mail, FAX, or telephone at any time.

CDR McGarvey may be reached at:

National Institutes of Health/Bldg 10, Rm 6s235/10 Center Dr, MSC 1604/Bethesda, MD 20892-1604  
phone: (301)496-2844, FAX: (301)402-0663, E-mail: mcgarvey@rmd.cc.nih.gov

Provide DCP Recruitment Branch with a copy of the current therapist brochure.

Any therapist with suggestions or ideas about how future brochures could be printed are urged to contact LCDR Siegel via phone (301)496-9890, FAX (301)402-0663, or E-mail siegel%bmlvax.dnet@dxl.nih.gov.

All therapists are welcome to submit items for discussion at the next inter-service meeting (probably in October) through CDR McGarvey.

All therapists (commissioned corps and civil service) should review the attached roster and FAX corrections to CDR Sellers at 505-782-5723, also include FAX numbers and E-mail addresses if applicable.

CDR McGarvey will follow-up with Parklawn security to assure TPAC members can enter the building.

All therapists are urged to contact their senators and representatives as private individuals or through their local COA branches to voice their concerns about current legislation and to increase awareness of the Commissioned Corps of the US Public Health Service.