

# **THERAPIST PROFESSIONAL ADVISORY COMMITTEE**

## **POLICIES AND PROCEDURES MANUAL**

**(SUPPLEMENT TO TPAC CHARTER)**

Revised Oct 2008

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## INTRODUCTION

The TPAC Policy and Procedures Manual is a supplement to the TPAC Charter that clarifies the duties, responsibilities, and term of office (if not specified in the TPAC Charter) for the TPAC Chair, TPAC Secretary, Voting TPAC Members, TPAC Field Representatives, TPAC Field Representative Coordinator, TPAC Task Force Members, TPAC Task Force Chairpersons, TPAC Committee Members, and TPAC Committee Chairpersons. The TPAC Policy and Procedures Manual may be used by new and existing TPAC members as a reference.

The position descriptions are organized into the following sections:

- Title
- Term of Appointment
- Reports To
- Receives Information From
- Duties and Responsibilities

The TPAC Nomination Process is outlined beginning on page 21. A calendar of events for completing the nomination process is included in this section.

The appendices contain documents for TPAC members to refer to when completing their TPAC related duties.

## POSITION DESCRIPTIONS

### **TITLE: THERAPIST CATEGORY CHIEF PROFESSIONAL OFFICER (CPO)**

#### **TERM OF APPOINTMENT:**

The Therapist Category Chief Professional Officer (CPO) is appointed by the Surgeon General for 4 years. Once an officer has served a total of four years as the CPO he/she is not eligible for reappointment.

The CPO is an ex-officio member of the TPAC.

The CPO is a non-voting member of the TPAC.

#### **REPORTS TO:**

Surgeon General  
Members of the Category

RECEIVES INFORMATION FROM:

Surgeon General  
Other Category CPOs  
TPAC Chair  
TPAC Members  
Members of the Category  
Representatives from Other Uniform Services  
Any source with information pertinent to the Category

DUTIES AND RESPONSIBILITIES:

1. Represent members of the Therapist Category on all USPHS therapist related issues.
2. Attend the Surgeon General's meetings with other CPO's and PAC Chairpersons. If the CPO is unable to attend the meeting he/she should designate a therapist representative to participate in the gathering.
3. Disseminate category-related information from the Office of the Surgeon General to members of the category through the TPAC unless time constraints dictate otherwise. He/she provides a communication link between the Surgeon General and the members of the Therapist Category.
4. Serve as the focal point for therapist professional consultation to the Surgeon General.
5. Prepare and submit reports to the TPAC.
6. Review all output of the TPAC, be it correspondence, reports, minutes of its proceedings, or other published material. The CPO may provide concurring or non-concurring comments but may not stop or unduly delay such transmittals to their appropriate destinations.
7. Represent the Therapist Category at Uniform Service meetings.
8. Serve as an advocate to promote the well being of the category.

**TITLE: TPAC CHAIRPERSON**

**TERM OF APPOINTMENT:**

The TPAC Chairperson is elected from the voting TPAC membership by a simple majority vote of the TPAC members via a confidential ballot. A call for TPAC Chairperson self-nominations will be announced at the February TPAC meeting the year concluding the TPAC Chairperson's tenure. Voting TPAC members, including those that are coming in for the new operational year, who are interested in the TPAC Chairperson position will self-nominate by submitting a statement of intent to the TPAC Chairperson by May 31<sup>st</sup>. The TPAC Chairperson with concurrence of the CPO will forward all qualified candidates to the TPAC membership. Both incoming and outgoing TPAC members are eligible to vote, and incoming TPAC members are eligible to self-nominate for Chairperson. Members from two operational years may vote in the election, thereby allowing for participation of no more than 20 voting members from each operational year. The election will be held in alternate years from the election of the TPAC Executive Secretary.

If only one TPAC Chairperson nominee is recommended, the TPAC vote will be done by simple majority vote. If two or more TPAC Chairperson nominees are presented; the TPAC vote will be done by simple majority vote via a confidential ballot. In the case of more than two nominees, a second runoff election of the top two vote-getters will be performed if no one candidate receives more than a simple majority. . In the event of a tie, tie goes to most Senior Officer as outlined in CC23.4 Section I. Page 7.

[https://dcp.psc.gov/eccis/documents/CCPM23\\_4\\_1.pdf](https://dcp.psc.gov/eccis/documents/CCPM23_4_1.pdf)

- a. The Regular Corps officer has relative standing over the Reserve Corps officer;
- b. The officer with the earlier seniority credit date has relative standing over the officer with a more recent credit date;
- c. The officer with more years of active service in the PHS Commissioned Corps has relative standing over the officer, and thus the civil servant candidate, with fewer years of such service; and
- d. The officer with more years of active service at any rank in the Uniformed Services has relative standing over the officer with fewer years of such service.

The Chairperson shall serve one 2-year term with no opportunity for re-election to that post. In the event that the Chairperson becomes unavailable to serve, the Ex-Officio/Former Chairperson will assume the responsibilities of the TPAC Chairperson.

If the term of the Chairperson coincides with the expiration of that individual's membership on the TPAC, then that Chairperson will serve two years as an ex-officio member of the TPAC.

The TPAC Chairperson is a voting member of the TPAC.

REPORTS TO:

Therapist Category Chief Professional Office  
 Therapist Professional Advisory Committee  
 Members of the Category

RECEIVES INFORMATION FROM:

Chief Professional Officer  
 TPAC Executive Secretary  
 Therapist Professional Advisory Committee  
 Members of the Category  
 Field Representatives  
 Committee/Sub-Committee Chairpersons  
 Task Force Chairpersons

DUTIES AND RESPONSIBILITIES:

1. Ensure that the mission, goals, objectives, and functions of the TPAC Charter are accomplished.
2. Represent and serve the members of the United States Public Health Service Therapist Category.
3. Ensure that the TPAC meeting agenda and appropriate background information is sent to the TPAC membership at least (7) calendar days prior to the TPAC meeting
4. Schedule and hold TPAC meetings every other month throughout the operational year. The operational year begins July 1 and ends June 30.
5. Ensure that the minutes of TPAC meetings are compiled by the TPAC Executive Secretary. The minutes will be reviewed and approved by the CPO, the TPAC Chairperson, and the TPAC members.
6. Ensure that the TPAC meeting minutes and reports are available to all Therapist Category members, other CPO's, and other PAC Chairpersons. Distribution to all members may be delegated through the TPAC Executive Secretary to the TPAC Field Representative Coordinator. TPAC may also provide, through the TPAC Chair and CPO selected materials to other USPHS officials and the Office of the Surgeon General to meet the objectives of the TPAC Charter.
7. Ensure that the TPAC Executive Secretary maintains permanent files containing the TPAC minutes, reports, and all other TPAC correspondence. Permanent files should be in an electronic format and saved electronically.

8. Prepare the TPAC membership nomination materials and attachments with the assistance of the TPAC Executive Secretary.
9. Ensure that the TPAC membership nomination requests are prepared and submitted for publication in the October and December TPAC meeting minutes and in the January Commissioned Corps bulletin.
10. Compile the responses to the nomination process not later than (NLT) Feb 15<sup>th</sup>, and submit this list of nominees to the TPAC by March 1 and complete elections for new TPAC members by March 15, through paper majority vote. The TPAC shall have no fewer than seven and no more than 20 voting members.
11. Prepare and submit the TPAC membership nominations and all supporting attachments to the Office of the Surgeon General for review and action by April 1.
12. Prepare requests and justification for service awards from the Office of the Surgeon General for TPAC members leaving the committee. Request Letters of Appreciation for TPAC members and requests for USPHS Citation with plaque for the outgoing TPAC Chairperson and Executive Secretary should be initiated by March for award in August of each year.
13. Prepare and submit statistical reports and guidelines to the CPO.
14. Conduct an annual assessment of the Therapist Category professional practices and personnel needs. These data shall be included in the CPO's annual report of the "State of the Category".
15. Receive annual budget proposals for the utilization of the Therapist Category's Henry Jackson Foundation Fund (see Appendix B), from the Finance Subcommittee. The annual budget proposal for the coming year will be presented to the TPAC members at the final meeting of the year (May or June). An annual budget will be considered and approved at the first TPAC Meeting of the year (July or August).
16. Instruct new members to the PAC's to make sure they submit their SG appointment letters to their OPF (required for the SAA).
17. At the end of the term of service, collect each TPAC member's SAA activity log, verify validity of attendance, and submit SAA award to the OSG.
18. Maintain record of those current and past PAC members that have been nominated for a SAA.

**TITLE: TPAC EXECUTIVE SECRETARY**

**TERM OF APPOINTMENT:**

The TPAC Executive Secretary is elected from the TPAC membership by a simple majority vote of the voting TPAC members via a confidential ballot. A call for TPAC Secretary self-nominations will be announced at the February TPAC meeting the year concluding the TPAC Secretary's tenure. Voting TPAC members, including those that are coming in for the new operational year, who are interested in the TPAC Secretary position will self-nominate by submitting a statement of intent to the TPAC Chairperson by May 31<sup>st</sup>. The TPAC Chairperson with concurrence of the CPO will forward all qualified candidates to the TPAC membership. Both incoming and outgoing TPAC members are eligible to vote, and incoming TPAC members are eligible to self-nominate for Secretary. Members from two operational years may vote in the election, thereby allowing for participation of no more than 20 voting members from each operational year.. The election of the TPAC Executive Secretary will be held in alternate years from the TPAC Chairperson.

If only one TPAC Secretary nominee is recommended, the TPAC vote will be done by simple majority vote. If two TPAC Secretary nominees are presented; the TPAC vote will be done by simple majority vote via a confidential ballot. If more than two TPAC Secretary nominees are presented the TPAC vote will be done by simple majority vote via a confidential ballot. In the case of more than two nominees, a second runoff election of the top two vote-getters will be performed if no one candidate receives more than a simple majority. In the event of a tie, tie goes to most Senior Officer as outlined in CC23.4 Section I. Page 7. [https://dcp.psc.gov/eccis/documents/CCPM23\\_4\\_1.pdf](https://dcp.psc.gov/eccis/documents/CCPM23_4_1.pdf)

- a. The Regular Corps officer has relative standing over the Reserve Corps officer;
- b. The officer with the earlier seniority credit date has relative standing over the officer with a more recent credit date;
- c. The officer with more years of active service in the PHS Commissioned Corps has relative standing over the officer, and thus the civil servant candidate, with fewer years of such service; and
- d. The officer with more years of active service at any rank in the Uniformed Services has relative standing over the officer with fewer years of such service.

Under normal circumstances the TPAC member elected as Executive Secretary shall serve a two-year term with no opportunity for re-election. However, if the election of both the TPAC Chairperson and the TPAC Executive Secretary unavoidably fall on the same year, the Executive Secretary shall serve a one-year term with the opportunity for re-election to two additional years. In the event that the Executive Secretary is unavailable to serve, the TPAC Chairperson will assign the Executive Secretary responsibilities to another TPAC Member.

The Executive Secretary is a voting member of the TPAC.

REPORTS TO:

TPAC Chair

RECEIVES INFORMATION FROM:

TPAC Chair

Chief Professional Officer

Members of the Category

Field Representative Coordinator

Committees/Sub-Committee Chairpersons

Task Force Chairpersons

DUTIES AND RESPONSIBILITIES:

1. Develop and distribute a TPAC meeting agenda and appropriate background information to the TPAC membership as least (10) calendar days prior to the TPAC meeting.
2. Assist the TPAC Chairperson with establishing the TPAC meeting schedule. Meetings will be held six (6) times annually. The operational year begins July 1 and ends June 30.
3. Compile minutes of the TPAC meetings. The minutes will be reviewed and approved by the CPO, the TPAC Chairperson, and the TPAC members.
4. Distribution to all category members, other category CPOs' and PAC-Chairs is completed by posting the meeting minutes on the Therapist website. Distribution to Therapist Category members may be delegated to TPAC Field Representatives. TPAC may also provide, through the Therapist CPO, selected materials to other USPHS officials and the Office of the Surgeon General to meet the objectives of the TPAC Charter.
5. Maintain permanent files containing the TPAC minutes, reports, and all other TPAC correspondence.
6. Prepare the TPAC membership nomination materials and attachments with the assistance of and under the direction of the TPAC Chairperson.
7. Prepare the TPAC membership nomination requests and submit them for publication in the October and December TPAC meeting minutes and in the January Commissioned Corps bulletin.
8. Compile the responses to the nomination process NLT Feb 15<sup>th</sup> and submit the nominee list to TPAC by March 1. Complete elections for new TPAC members by March 15, through paper or email vote. Compile election results.

9. Prepare the TPAC membership nominations and all supporting attachments by April 1 for review and action by the Office of the Surgeon General.
10. Assist TPAC Chair with requests and justification for service awards from the Office of the Surgeon General for TPAC members leaving the committee. Request Letters of Appreciation for TPAC members and requests for USPHS Citation with plaque for the outgoing TPAC Chairperson and Executive Secretary should be initiated by March for award in August of each year.
11. Assist Chair with correspondence to/from the members of the category.
12. Maintain membership log of present and past TPAC Membership to ensure compliance with the TPAC Charter in regards to limits of TPAC membership.
13. Maintain membership log of TPAC sub-committees and task force groups as reported by the sub-committee chairpersons prior to each TPAC meeting.

**TITLE: TPAC MEMBER**

**TERM OF APPOINTMENT:**

TPAC members are appointed for a three-year term as a voting member with the opportunity for an additional three-year term. Once a member has accumulated a total of six years of service on the TPAC he/she is not eligible for reappointment.

**REPORTS TO:**

TPAC Chair  
Members of the Category

**RECEIVES INFORMATION FROM:**

Members of the Category  
TPAC Chair  
Chief Professional Officer

**DUTIES AND RESPONSIBILITIES:**

1. Attend TPAC meetings. Attendance may be accomplished in person, via teleconference or phone conference. If unable to attend, the TPAC members must appoint/designate an alternate (proxy) for voting purposes. The proxy need not be a voting member of TPAC but should be an informed participant.

Any TPAC member that misses two or more meetings in a calendar year without alternate representation may be asked by the TPAC Chairperson to voluntarily

resign from the TPAC. The TPAC Chairperson may also initiate a request to the Surgeon General to terminate the absentee member from the TPAC.

2. Submit TPAC meeting agenda items at least seven days prior to meetings.
3. Serve members of the category and meet the objectives of the TPAC Charter. The TPAC member functions in a resource and advisor capacity to assist in the development, coordination, and evaluation of activities related to all therapists in the United States Public Health Service. Specific objectives and functions are listed in Sections III and IV of the TPAC Charter.
4. Serve as Committee or Sub-Committee Chairpersons as determined by TPAC action.
5. Communicate information in the form of reports, statistical data or documents to therapists and other interested individuals within their agencies. This duty may be delegated to the appropriate field representative.
6. Every quarter the Readiness Chair and/or the readiness committee review the OFRD readiness list of 'not ready' therapy category members. Any TPAC members who fall off the readiness list will be notified by the readiness category that their TPAC membership may be in jeopardy and be given an opportunity within the next quarter to resolve the discrepancy. Either a failure to resolve the readiness discrepancy or a second report of the TPAC member falling off the list will be reported to the TPAC Chair and will result in removal of the TPAC member from the TPAC by the TPAC Chair.

#### ALTERNATE (PROXY) PROCEDURES

If a TPAC member is unable to attend the TPAC meeting, an alternate should be appointed. The following procedures should be followed for appointing an alternate (proxy) for TPAC voting purposes.

The alternate (proxy) shall be identified in writing to the TPAC Chairperson and/or the Executive Secretary. Written notification (letter, memo, FAX) must be received prior to the convening of the TPAC meeting. A copy of the written notification will become an attachment to the official record of the TPAC minutes maintained by the TPAC Executive Secretary.

Below is an example of a blank proxy form:

PROXY

KNOW ALL PERSONS by these present, that I, the undersigned member of the Therapist Professional advisory Committee (TPAC) hereby constitute and appoint \_\_\_\_\_ my true and lawful attorney, agent, and proxy at the regular meeting of the TPAC to be held at \_\_\_\_\_, \_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_, 200\_, from \_\_\_\_\_ to \_\_\_\_\_ and at any adjournment of said meeting, for me and in the transaction of such business as may come before said meeting, fully as I could do if personally present.

DATED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

**TITLE: TPAC FIELD REPRESENTATIVE**

**TERM OF APPOINTMENT:**

TPAC Field Representatives are appointed by the executive action of the TPAC for a variable term to meet the needs of the Category. Field Representatives are appointed by the Field Representative Coordinator with concurrence by the TPAC Chair and agency Chief Professional Officer (if applicable) in consultation with the TPAC membership (if applicable).

Field Representatives are appointed for a three-year term with the opportunity for additional non-consecutive three-year terms.

Field Representatives are non-voting members of the TPAC.

**REPORTS TO:**

Field Representative Coordinator  
 TPAC Chair  
 Members of the Category

RECEIVES INFORMATION FROM:

Field Representative Coordinator  
 Members of the Category  
 TPAC Chair  
 Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Represent therapists in the field that are assigned to the Field Representative by the TPAC. These groups will be proportionately assigned to each Field Representative according to discipline and or agency so that representation is equitable.
2. Contact those therapists assigned to them prior to the TPAC meetings to compile information from the field that reflects the accomplishments and activities of the Therapist Category members in the field.
3. Submit field reports to the Field Representative Coordinator at least three weeks prior to the regular scheduled TPAC meetings. Reports submitted after the deadline will be included in the following meeting report (NOTE: Information needs to be provided in digital format in Microsoft Word, with Times New Roman and 12 pitch font, and sent via e-mail attachment).

## THERAPIST PROFESSIONAL ADVISORY COMMITTEE

## FIELD REPORT MEMORANDUM FORMAT (Maximum two pages)

I. CONGRATULATIONS TO: Special Awards, Certifications, Degrees

II. NEWS FROM THE FIELD: General information from the field, special projects, special recognition

III. WELCOME/FAREWELL TO:

IV. PRESENTATIONS:

V. PUBLICATIONS:

VI. DEPLOYMENTS:

VII. CURRENT RESEARCH:

### VIII. FUTURE AGENDA ITEMS FOR THE TPAC TO CONSIDER

Note: Please ensure identification of commissioned officers by their ranks, agency and duty station.

4. Conduct field surveys of therapists in the field as directed by the TPAC.
5. The Field Representative may be contacted by the TPAC Chairperson to get feedback and/or input from therapists in the field on matters of importance to the Therapist Category, the Office of the Surgeon General, and the USPHS.
6. Distribute category related information to therapists in the field.
7. Identify and maintain a registry and roster of those Civil Service and Commissioned Corps therapists assigned to them and submit the roster to the Field Representative Coordinator at least two weeks prior to each TPAC meeting. Changes to the roster shall be submitted as they occur to ensure proper distribution and collection of information from and to the field.
8. The TPAC Chairperson will appoint designated field representatives to compile data about their agency and report the following to the Therapist Recruitment Coordinator:
  - A. The total number of Therapist's billets and in what disciplines
  - B. The total numbers of current openings by discipline, (ie. PT, OT, SLP, Audiologists)
  - C. The total numbers of anticipated openings by discipline.

#### **TITLE: TPAC FIELD REPRESENTATIVE COORDINATOR**

#### **TERM OF APPOINTMENT:**

The TPAC Field Representative Coordinator is appointed by executive action of the TPAC for a term of three years with the opportunity for additional nonconsecutive three year terms.

#### **REPORTS TO:**

TPAC Chair

Members of the Category

TPAC Information Management Committee Chair

**RECEIVES INFORMATION FROM:**

TPAC Information Management Committee Chair  
 Members of the Category  
 Field Representatives  
 TPAC Secretary  
 TPAC Chair  
 Chief Professional Officer

**DUTIES AND RESPONSIBILITIES:**

1. Mentor Field Representatives with respect to the duties and responsibilities of the field representative.
2. Submit field reports for approval to the TPAC Chair at least seven days prior to the TPAC meeting and in the format described under duties and responsibilities of the Field Representative.
3. Upon approval by the TPAC Chairperson, the field report will be forwarded to the Information Management Chair to be included as part of the committee's report, and to the Therapist Category Web Page Coordinator for posting under the Field Report Section.
4. Provide a Field Summary Report at each TPAC meeting.
5. Provide and maintain a roster of the category membership to the TPAC CPO, Chairperson, and Executive Secretary as changes occur, and include it with each field report when distributed to the membership.
6. Manage the field representative selection in concurrence with the TPAC chair at the end of each Field Representative's term.
7. Serve as point of contact for information to and from the field.

**TITLE: TPAC COMMITTEE/SUB-COMMITTEE CHAIRPERSON****TERM OF APPOINTMENT:**

The TPAC Committee Chairperson is appointed by executive action of the TPAC for a three (3) year non-renewable term. TPAC Committee Chairpersons must be TPAC members.

The TPAC Sub-Committee Chair is appointed by the respective TPAC Committee

Chairperson with concurrence of the TPAC Chair for a three (3) year term, with the option for reappointment.

Once appointed, the Committee/Sub-Committee Chairperson will continue to serve until he/she is replaced by TPAC action, the committee/sub-committee is abolished by the TPAC or the Committee/Sub-Committee Chairperson resigns and the resignation is accepted by the TPAC.

In the absence of a chair, the supervising chair will fulfill the absent chair's responsibilities until a new officer is selected to fill the vacancy.

#### REPORTS TO:

Committee Chair to TPAC Chair and Subcommittee Chair to the Committee Chair.  
Members of the Category

#### RECEIVES INFORMATION FROM:

Members of the Committee/Sub-Committee  
Members of the Category  
TPAC Chair  
Chief Professional Officer

#### DUTIES AND RESPONSIBILITIES:

1. The Committee Chairperson is directly responsible to the TPAC Chairperson and the Subcommittee Chair is directly responsible to the Committee Chairperson for the completion of the work assigned by the TPAC.
2. The Committee/Sub-Committee Chairperson shall maintain a roster of all committee members and participates. The Committee/Sub-Committee Chairperson will contact all individuals applying for membership to their committee.
3. The Committee/Sub-Committee Chairperson and Committee/Sub-Committee members work to achieve the specific objectives and functions described in the work assigned to them by the TPAC. The Committee/Sub-Committee will be provided information about the expected outcome (product), the resources available to them to accomplish the work, and the time frame for completing the work.
4. The Sub-Committee Chairperson shall provide their respective Committee Chairperson with regular written reports in memorandum format. The Committee Chair will compile and submit a Committee report to the TPAC Chairperson

through the TPAC Executive Secretary at least two weeks prior to each TPAC meeting. The report format should include the name of committee members, vacancies for membership, meeting dates, action items addressed, accomplishments, deadlines, and assignments.

5. The Committee/Sub-Committee Chairperson shall provide the TPAC with a "final" report if and when the committee/sub-committee is dissolved.
6. Responsible for duties related to the TPAC webpage as described in Appendix A: TPAC Members' Responsibilities for the Category Webpage

**TITLE: TPAC COMMITTEE/SUB-COMMITTEE MEMBER**

**TERM OF APPOINTMENT:**

TPAC Committee/Sub-Committee Members are appointed by the committee/subcommittee chairs with the final approval of the TPAC Chair required for a variable term to meet the needs of the Category.

Once appointed, a Committee/Sub-Committee Member continues to serve until he/she is replaced by the TPAC action, the Sub-Committee force is abolished by the TPAC or the Sub-Committee member resigns and the resignation is accepted by the TPAC.

**REPORTS TO:**

TPAC Chair  
Members of the Category  
Committee Chairperson  
Sub-Committee Chairperson

**RECEIVES INFORMATION FROM:**

Members of the Category  
TPAC Chair  
Chief Professional Officer

**DUTIES AND RESPONSIBILITIES:**

1. Committee/Sub-Committee members serve under the direction of the Committee/Sub-Committee Chairperson.
2. Committee/Sub-Committee member works to achieve the specific objectives and functions described in the orders assigned to them by the TPAC. The Committee/Sub-Committee will be provided information about the expected outcome (product), the resources available to them to accomplish the work, and the time frame for completing the work.

3. Committee/Sub-Committee members shall assist the TPAC Committee/Sub-Committee Chairperson with development of regular progress reports.

**TITLE: TPAC TASK FORCE CHAIRPERSON (LEADER)**

**TERM OF APPOINTMENT:**

The TPAC Task Force Chairperson (Leader) is appointed by executive action of the TPAC for a variable term to meet the needs of the Category.

Once appointed, the Task Force Chairperson (Leader) continues to serve until he/she is replaced by the TPAC action, the task force is abolished by the TPAC or the task force chairperson (leader) resigns and the resignation is accepted by the TPAC.

**REPORTS TO:**

TPAC Chair  
Members of the Category

**RECEIVES INFORMATION FROM:**

Members of the Category  
TPAC Chair  
Chief Professional Officer

**DUTIES AND RESPONSIBILITIES:**

1. The Task Force Chairperson (Leader) is directly responsible to the TPAC Chairperson for the completion of the task order established by the TPAC.
2. The Task Force Chairperson (Leader) and Task Force members work to achieve the specific objectives and functions described in the task order and assigned to them by the TPAC. The Task Force will be provided information about the expected outcome (product), the resources available to them to accomplish the task, and the time frame for completing the task.
3. The Task Force Chairperson (Leader) shall provide the TPAC Chairperson and Executive Secretary with reports of Task Force progress prior to each TPAC meeting and a final report when the task is completed. The report format should include the name of task force members, vacancies for membership, meeting dates, action items addressed, accomplishments, deadlines, and assignments.
4. Once the task order is completed, the task force shall be abolished.

**TITLE: TPAC TASK FORCE MEMBER****TERM OF APPOINTMENT:**

TPAC Task Force Members are appointed by executive action of the TPAC for a variable term to meet the needs of the Category.

Once appointed, a Task Force Member continues to serve until he/she is replaced by the TPAC action, the task force is abolished by the TPAC or the task force member resigns and the resignation is accepted by the TPAC.

**REPORTS TO:**

TPAC Chair  
Task Force Chair  
Members of the Category

**RECEIVES INFORMATION FROM:**

Members of the Category  
TPAC Chair  
Chief Professional Officer

**DUTIES AND RESPONSIBILITIES:**

1. Task Force Members serve under the direction of the Task Force Chairperson.
2. Task Force members work to achieve the specific objectives and functions described in the task order assigned to them by the TPAC. The Task Force will be provided information about the expected outcome (product), the resources available to them to accomplish the task, and the time frame for completing the task.
3. Task Force members shall assist the TPAC Task Force Chairperson (leader) with development of quarterly progress and final reports.
4. Once the assigned task is completed, the task force shall be abolished.

**TITLE: DISCIPLINE LIAISON**

Each section represented in the Therapist Category of the Commissioned Corps will have a designated Discipline Liaison. Representation of this position will come from

following areas: Physical Therapy, Occupational Therapy, Speech Language Pathology, and Audiology.

**SELECTION PROCESS AND TERM OF APPOINTMENT:**

The Discipline Liaison position is an appointment made by the Chief Professional Officer (CPO) and the Therapist Professional Advisory Committee (TPAC) Chairperson. Term of office is to be designated by the CPO. The appointment will be for two (2) years, with the option to renew the appointment for an additional two (2) years. Self-Nominations for each liaison position will be given to the CPO and TPAC Chair when there is a vacancy for the position. Individuals seeking appointment must be a senior officer in the Commissioned Corps or of an equal civilian status and must demonstrate extensive knowledge of the Commissioned Corps and be a recognized member of the specific professional discipline.

**REPORTS TO:**

Surgeon General (as requested)  
Chief Professional Officer  
TPAC Chair

**RECEIVES INFORMATION FROM:**

Surgeon General  
Chief Professional Officer  
TPAC Chair  
Representatives from Other Uniform Services  
Representatives from each Professional Category (American Physical Therapy Association, American Occupational Therapy Association, American Speech Language Hearing Association, American Academy of Audiology)  
Any source with information pertinent to the Category

**DUTIES AND RESPONSIBILITIES:**

1. To serve the Surgeon General, CPO and TPAC Chair regarding specific issues/tasks related to each professional discipline.
2. To represent the CPO at Quad Service Meetings for each designated discipline as requested.
3. Disseminate specific professional related information to the Office of the Surgeon General, CPO and Chair TPAC. He/she will serve as the communication link with issues related to each discipline.

**TITLE: THERAPY CATEGORY HISTORIAN****TERM OF APPOINTMENT:**

The TPAC chair appoints the Historian. The Historian is a non-voting TPAC Member, unless a TPAC voting member is delegated to the position. Prior to completion of the Historian's term the TPAC membership may revisit the job description and consider a review of the assigned duties and tasks completion. The Historian's term is two (2) years and can be extended to a second term by the TPAC chair and TPAC membership, for a total of four (4) years.

**RECEIVES INFORMATION FROM:**

TPAC Chair  
Information Management Committee Chair  
TPAC Members

**REPORTS TO:**

Information Management Committee Chair

**DUTIES AND RESPONSIBILITIES:**

1. The Historian creates a report for the Information Management Committee Chair prior to each TPAC meeting and plans to discuss its contents, if necessary, with the TPAC Chair. The report should include but not be limited to: Photographs and noteworthy PHS items. The Historian is responsible for interviewing TPAC members and non-members if the information would add to our archives. The Historian will consult with the TPAC chair for clarification of inclusion when necessary.
2. The historian shares this report with our PHS Historian once approved by the TPAC membership.
3. The Historian collects copies of lectures, public presentations, journal publications or research activities as authored by TPAC membership and U.S. Public Health Service, Commissioned Officers.
4. The Historian contacts the other PHS--PAC historians or PAC chair's to collect and secure information that is of historical value to the Therapy Category. This information in turn will be added to our archives.
5. The Historian establishes and maintains a list of contacts and acquisitions.

## NOMINATION PROCESS

The nomination of therapists for membership on the TPAC is an ongoing process requiring year round activity by the TPAC Chairperson, TPAC Executive Secretary, and TPAC members. The process is designed to replace or reappoint one third of the TPAC membership each year. TPAC membership is open to all members of the Therapist Category both civil service (CS) and commissioned corps (CC). The nomination process provides each therapist access to the TPAC. The annual events described below must be completed to meet the nomination guidelines for PAC members as set forth by the Office of the Surgeon General.

1. TPAC must establish a mechanism to replace or reappoint one third of the TPAC members each year. TPAC vacancies will be scheduled so that approximately one-third of the members will rotate off the TPAC annually." The term of appointment shall begin July 1. New members of the TPAC shall begin their tour of duty July 1 and attend their first TPAC meeting during the August meeting.
2. During the October and December meetings of the TPAC, TPAC shall solicit, through official publications (TPAC Minutes and Commissioned Corps Bulletin) and other appropriate means, nominations for vacancies on the TPAC from all individuals in the therapist category. Self-nominations and volunteers will be solicited through a "Self-Nomination" form, which will be included in the October and December TPAC meeting minutes. A letter requesting self-nominations will also be sent to the editor of the Commissioned Corps Bulletin so that information is published in the December or January Bulletin.
3. The deadline for self nominations is February 15, so the list of nominees can be submitted to the TPAC membership for vote concluded by March 15.
4. The deadline for nominations is set so the TPAC may determine which nominees will be recommended to the Surgeon General for membership on the TPAC at least 60 days prior to 1 July, the commencement of the next term of TPAC membership.
5. Selection of new members will primarily be based on, but not limited to, the individual's non-member TPAC involvement and participation. (i.e. meeting attendance, and committee and task force participation.) For those running for their second term, selection will primarily be based on their previous TPAC contributions.
6. The TPAC Chairperson, TPAC Executive Secretary, and Therapist CPO shall identify, by name those individuals qualified to fill anticipated vacancies. Guidelines for appointment may be found in Section V, Membership, of the TPAC Charter.

7. The names of the TPAC nominees and two alternates will be transmitted to the appropriate agency administrators for consideration and approval. .
8. The TPAC Chairperson and TPAC Executive Secretary shall prepare eligibility and demographic documentation describing the existing TPAC membership and the proposed membership.

All supporting documentation, memorandums, attachments, letters, etc. **must**, by charter, be completed and received by the OSG at least 60 calendar days PRIOR to the expiration of the regular term of the TPAC member being replaced or reappointed. ALL documentation must be received by the OSG by May 1st of each year for timely processing of the nomination material. ***It is recommended, however, that all documentation be into the OSG by April 1<sup>st</sup>, to prevent undo delay in processing election results.***

9. New TPAC members should begin their term of office July 1 and attend their first TPAC meeting during the August TPAC meeting.
10. Requests for Letters of Appreciation for service on the TPAC should also be prepared and sent to the OSG for review and award to outgoing TPAC members. Requests for USPHS Citations with Plaque should also be prepared for the outgoing TPAC Chairperson and TPAC Executive Secretary if his/her term of office is expiring with their membership on the TPAC.

## NOMINATION PROCESS CALENDAR OF EVENTS

The TPAC Chairperson is responsible for the timely completion of the nomination process each year. Specific tasks related to completion of the nomination process may be delegated by the TPAC Chairperson to the TPAC Executive Secretary and TPAC members.

<b><u>DEADLINE DATE</u></b>	<b><u>ACTION NEEDED</u></b>
July 1	Start TPAC Operational Year
August	New TPAC members attend 1 <sup>st</sup> meeting
October-December	Solicit TPAC nominees for next year: <ul style="list-style-type: none"> <li>○ Solicit in October and Dec. TPAC meeting and minutes</li> <li>○ Solicit in Dec and Jan Commissioned Corps Bulletin</li> </ul>
Feb 15	Close nominations
March 1	Distribute list of nominations to TPAC members.
March 15	Complete elections.
March 15-March 30	Obtain signatures on letters to agency heads requesting approval of nominees. Finalize list of nominees
April 1	Submit list of nominees and all supporting documentation to OSG (See Appendix H for checklist)
April	Submit requests for OSG recognition of departing TPAC members (See Appendix I for examples)
July-September	Install new TPAC members Recognize departing TPAC members (OSG Certificate of Appreciation or USPHS Citation)

## OPERATIONS AND PROCEDURES

1. Frequency of Meetings: Meetings will be held at least once each quarter throughout the operational year. The operational year begins on July 01 and ends on June 30.
2. Agenda: A meeting agenda and appropriate background material are to be made available to the TPAC members prior to the meeting. Every attempt will be made to distribute the meeting agenda at least 7 days prior to the scheduled TPAC meeting.
3. Records and Reporting:
  - a. Minutes of each TPAC meeting will be developed by the TPAC Executive Secretary. The minutes will be reviewed by the CPO, the TPAC Chairperson, and approved by the TPAC membership.
  - b. Minutes and reports of the TPAC will be distributed to all PHS therapists, other CPOs, and other PAC Chairpersons. Meeting minutes will also be posted to the TPAC website (<http://www.cc.nih.gov/rm/pt/tpac.htm>). TPAC may also provide selected materials to other PHS officials and the Office of the Surgeon General to meet the objectives of this charter.
  - c. Permanent files containing the TPAC minutes, annual reports, statistical reports, and all other TPAC Correspondence will be maintained by the TPAC Executive Secretary.
4. Executive Secretary: An executive secretary will be elected from the TPAC membership as outlined in the TPAC Executive Secretary position description above. The election will be held in alternate years from the election of the TPAC chairperson.
5. Quorum: A quorum consists of at least fifty percent of the TPAC voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.
6. Voting: Each voting member of the TPAC shall have a vote. Voting action will be determined by simple majority of those voting members present.
7. Committees: The TPAC shall establish and maintain standing or ad hoc committees as needed to meet the purpose, objectives, and functions of the TPAC

Charter. Committee membership may include non-TPAC members provided that the committee chairperson is a voting member of the TPAC.

8. Subcommittees and Field Representatives: subcommittees and field representation shall be established to accomplish the objectives of the TPAC and meet the needs of the Therapist Category. The membership and the term of appointment of the TPAC subcommittees and the number of field representatives shall be determined by the corresponding committee chairperson. Subcommittee chairpersons need not be voting members of TPAC. Subcommittee membership or appointment as a field representative does not preclude these therapists from serving as a voting TPAC member as defined in Sections V and VI of this charter.

9. Charter Update and Approval:

- a. The TPAC shall develop a formal written charter that is consistent with the PAC Model Charter.
- b. The TPAC Charter must be reviewed and approved by the Surgeon General.
- c. If the TPAC subsequently modifies the TPAC Charter, such modifications require the review and approval of the Surgeon General. The TPAC Secretary will prepare the cover letter (See Appendix A) for approval of the Category CPO who will then forward the TPAC Charter to the Office of the Surgeon General.
- d. The TPAC shall review and, if required, update its charter at least every three years.
- e. The reviewed/updated charter shall be submitted to the Office of the Surgeon General, through the Therapist Category Chief Professional Officer, for approval.

## APPENDIX A: CATEGORY WEBPAGE: TPAC MEMBER RESPONSIBILITIES

The TPAC Committee Chairs are responsible for the content of the website related to the functions of their respective committees. Each Committee Chair may determine individually how they would like to periodically review the content of the website and provide the webmaster with updates to the site. This may include delegating responsibility for this review to the appropriate subcommittee chairs or committee members where applicable. The periodic review should include updating the name, rank, and e-mail of the appropriate contact person for each functional area (subcommittee, task force, etc) of the committee as well as modifying, adding, or deleting content on the site. If there are any links on the links page that relate to that committee's function, those links should be checked for accuracy. This periodic review should occur no less frequently than at the beginning of each quarter of the year: Jan, Apr, Jul, and Oct. However, requests for changes to the site may be submitted more frequently at any time that they are needed.

In addition to the periodic review, the website is designed for regular reports to be provided for posting on the site at various intervals.

1. Reports that need to be provided bimonthly in advance of the TPAC Meeting and the TPAC member to provide the report include:
  - a. TPAC Minutes – TPAC Secretary
  - b. Educational listing – Education Subcommittee Chair
  - c. Vacancy Report – Strategic Growth and Development Committee Chair
  - d. Names for the Hail and Farewell box – TBD (Field Rep Coordinator or Information Management Committee Chair)
  
2. Information to be provided for the webpage less frequently than bimonthly includes:
  - a. TPAC Charter and Policy and Procedure Manual – Subcommittee Chair
  - b. Election Self-nomination Announcement and Form (yearly, each winter) – TPAC Secretary
  - c. Awards application instructions and deadline (yearly, each winter) – Awards Subcommittee Chair
  - d. Award winners, including title of Hoog paper (yearly, after COA conference) – Awards Subcommittee Chair
  - e. Field Rep Roster updates (whenever changes occur) – Field Rep Coordinator
  - f. TPAC Member Roster updates (every July or as needed) – TPAC Secretary

## APPENDIX B: Henry Jackson Foundation (HJF) Special Project Fund

### The Henry M. Jackson Foundation for the Advancement of Military Medicine

1. There is authorized to be established a nonprofit corporation to be known as the Henry M. Jackson Foundation for the Advancement of Military Medicine (hereinafter in this section referred to as the "Foundation") which shall not for any purpose be an agency or instrumentality of the United States Government
2. It shall be the purpose of the Foundation
  - A. To carry out medical research and education projects under cooperative arrangements with the Uniformed Services University of the Health Sciences
  - B. To serve as a focus for the interchange between military and civilian medical personnel.
  - C. To encourage the participation of the medical, dental, nursing, veterinary, and other biomedical sciences in the work of the Foundation for the mutual benefit of military and civilian medicine.
3. For more information see the TPAC Web page: [TPAC Finance Subcommittee](#)

## APPENDIX C: TPAC Awards Selection Process

The selection process for the Josef Hoog, the William Fromherz, the Therapist Clinician of the Year, and the Therapist Junior Officer of the Year is as follows:

1. All nominations received by the awards coordinator by the stated deadline will be considered.
2. For each award with nominations, the awards coordinator will select three (3) judges of senior rank (05 or 06) for the Hoog, the Fromherz, and the Clinician, and two (2) judges of senior rank as well as the previous award winner for the Jr. Officer to serve as the selection committee, and provide them with the nominees documentation and an evaluation matrix specific for that award.
3. The judges will evaluate nominations according the established rating criteria.
4. The awards coordinator will compile scores form all judges for all awards.
5. In the event of a tie, the two top candidates will be rescored by the judging panel. If further discussion is needed, a conference call will be arranged by the awards coordinator.
6. When recipients are identified, the awards coordinator will send letters to all nominees informing them of the outcome. The awards coordinator will also notify the finance subcommittee chair of the need to order the award plaques. This must be done 2 months before the time the awards will be presented.
7. Names of winners will be forwarded by the awards coordinator to the COA planning committee for the awards recognition ceremony.

## APPENDIX C: TAB A: Selection Matrix for the Josef Hoog Award

Element	Yes	No
<b>Introduction, background &amp; purpose:</b>		
Problem is clearly stated		
Hypotheses are clearly stated		
Problem is significant		
Assumptions are clearly stated		
Limitations of the study are stated		
Important terms are defined		
Relationship of the problem to previous research is clear		
<b>Methods and procedures:</b>		
Research design is described fully		
Research design is appropriate for the solution of the problem		
Research design is free of specific weaknesses		
Population and sample are described		
Method of sampling is appropriate		
Data-gathering methods or procedures are used correctly		
Validity and reliability of the evidence gathered are established		
Commercial equipment named and /or fabricated equipment described		
<b>Analysis:</b>		
Appropriate methods are selected to analyze the data		
Methods used in analyzing the data are applied correctly		
<b>Results:</b>		
Unbiased description of the results of the analysis are presented clearly		
<b>Discussion:</b>		
Value of results described		
Support of hypothesis stated		
New hypotheses suggested		
Possible sources of error stated		
<b>Conclusions:</b>		
Conclusions are clearly stated		
Conclusions are substantiated by the evidence presented		
Generalizations are confined to the population from which the sample is drawn		
<b>Relevance of study:</b>		
Impact on clinical practice stated		
Contribution to understanding/validating therapy procedures stated		
<b>Narrative:</b>		
Report is clearly written		
Report is logically organized		
<b>Total</b>		
<b>Comments:</b>		

## APPENDIX C: TAB B: Selection Matrix for the William Fromhertz Award

Element	Yes	No
<b>Commissioned Corps</b>		
<b>10 or more years of service</b>		
<b>Dates of Service</b>		
<b>Narrative:</b>		
Clearly written		
Technical Jargon omitted		
Five or less pages		
<b>Endorsements: 2</b>		
<b>Contributions over career noted</b>		
<b>Specific actions cited (May be combined.)</b>		
Clinical Care		
Program development		
Administration		
<b>Significance of actions cited</b>		
<b>Impact of actions cited (May be combined.)</b>		
on Health Care Profession		
on the Officer's Program		
on the Commissioned Corps		
<b>Variety of Service</b>		
<b>Degree of Creativity</b>		
<b>Depth, breadth and quality of work</b>		
<b>Total</b>		
<b>Comments:</b>		

## APPENDIX C: TAB C: Selection Matrix for the Therapist Clinician of the Year

Element	Yes	No
<b>Name</b>		
<b>Rank (If applicable.)</b>		
<b>Professional Discipline</b>		
<b>Dates of Commissioned Corps Service</b>		
<b>Narrative:</b>		
Clearly written		
Technical jargon avoided		
2 or less pages		
<b>Endorsements: (1 at minimum)</b>		
<b>Contributions to Professional Discipline:</b>		
Presentation to peers and others		
Development and implementation of clinical services		
Exceptional skill/ability in assisting others to max. potential/outcomes.		
Offices held in professional organizations		
<b>Outstanding accomplishments:</b>		
Clinical program intervention outcomes		
Recognition		
Letters of Appreciation		
Awards		
Developed and/or improved delivery of therapy services		
<b>Career attainment and value to USPHS:</b>		
Professional credentials		
Specialist qualifications (APTA/AOTA/ASHA)		
Clinical Expertise		
<b>Outstanding leadership:</b>		
Program development		
Organizational involvement that streamlines/improves effectiveness of therapeutic rehab outcomes.		
Involvement in health-related professional or community organizations or activities		
<b>Total</b>		
<b>Comments:</b>		

## APPENDIX C: TAB D: Selection Matrix for the Therapist Junior Officer of the Year

Element	Yes	No
<b>Name</b>		
<b>Rank</b>		
<b>Professional Discipline</b>		
<b>Dates of Commissioned Corps Service</b>		
<b>Narrative:</b>		
Clearly written		
Technical jargon avoided		
2 or less pages		
<b>Endorsements: 1</b>		
<b>Contributions to the professional discipline:</b>		
Presentations to Peers & others		
Development and implementation of clinical services		
Development and implementation of healthcare delivery systems		
Offices held in Professional Organizations		
<b>Outstanding Accomplishments:</b>		
Outcomes described re clinical program interventions		
Outcomes described re healthcare delivery initiatives		
Outcomes described for developing and/or improving delivery of therapy related services		
Awards		
Program development that streamlines/improves effectiveness of therapeutic rehab/outcomes		
<b>Value to PHS:</b>		
Professional Credentials		
Specialist Qualifications (APTA/AOTA/ASHA)		
Demonstrated clinical/healthcare management expertise		
Involvement in health-related professional organizations		
Involvement in health-related community organizations/activities		
<b>Total</b>		
<b>Comments:</b>		