

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
24 August 2007



Therapist Professional Advisory Committee		
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TPAC MEMBERS	AGENCY	EMAIL	Phone#
CAPT Michelle Hooper	IHS	michelle.hooper@ihs.gov	580-354-5117
CDR Martha Duganne	IHS	maduganne@ihs.gov	505-946-9335
CDR Liza Figueroa	IHS	Liza.Figueroa@pimc.ihs.gov	602-263-1200
CDR Scott Gaustad	IHS	Scott.gaustad@ihs.gov	928-338-3610/3649
CDR Laura M. Grogan	OS	laura.grogan@hhs.gov	303-844-7849
CDR Fred Lief	BOP	flief@bop.gov	859-255-6812x5362
CDR Jon Schultz	BOP	jschultz@bop.gov	507-287-0674x5070
CDR Rita Shapiro	USCG	rita.b.shapiro@uscg.mil	202-475-5182
CDR Jessie Whitehurst-Lief	BOP	jwlief@bop.gov	859-255-6812x5362
LCDR Terry Boles	IHS	Terry.Boles@ihs.gov	480-829-7396
LCDR David Byrne	CDC	dbyrne@cdc.gov	513-533-8414
LCDR Joe Golding	IHS	Joseph.Golding@ihs.gov	928-669-3343
LCDR Monique Howard	CMS	monique.howard@cms.hhs.gov	410-786-3869
LCDR Henry McMillan	OS	Henry.mcmillan@hhs.gov	240-453-6000
LCDR Jeff Richardson	IHS	jeff.richardson@mail.ihs.gov	928-475-7369

FIELD REPRESENTATIVE	AGENCY	EMAIL	Phone#
LCDR Jodi Tanzillo	Field Rep. Coordinator	jodi.tanzillo@ihs.gov	(928) 674-7224
LT Kieu-Phuong Vu	NIH	vuk@cc.nih.gov	(301) 451-7567
LCDR Maria Bacilio	CMHS	MLBacilio@yahoo.com	(202) 645-7610
LT Delana Westman-Berry	IHS Multi-site	delana.berry@CREEKHEALTH.ORG	(918) 279-3452
LCDR David Engelman	BOP West	dengelman@bop.gov	(417) 837-1738
LT Doug Henry	BOP East	D2henry@bop.gov	(919) 575-3900
LCDR Joe Kennedy	IHS NW-AK	jkennedy@nshcorp.org	(907) 443-4513
CDR Barb Werito	IHS-NM	barbara.werito@gimc.ihs.gov	(505) 792-1510
LCDR Jim Cowher	IHS AZ	james.cowher@tcimc.ihs.gov	(928) 283-2659
LT Chris Barrett	Multi-Agency	christopher.barrett@hhs.gov	(240) 453-8279

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
24 AUG 2007
1200 EDT**

I.	CALL TO ORDER	CDR O'Neill-Manrique	1200
II.	REVIEW AND ADOPTION OF AGENDA	CDR O'Neill-Manrique	1205
III.	REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES	CDR O'Neill-Manrique	1210
IV.	REPORTS		
	A. CHIEF PROFESSIONAL OFFICER	CAPT Siegel	1210-1230
	B. TPAC CHAIR	CDR O'Neill-Manrique	1230-1235
	C. * ADMIN COMMITTEE CHAIR	LCDR SOUVIGNIER	1235-1240
	D. * INFO MANAGEMENT CHAIR	CDR FIGUEROA	1240-1245
	FIELD REP COORDINATOR	LCDR TANZILLO	1245-1250
	E. * READINESS COMMITTEE CHAIR	CDR SHAPIRO	1250-1255
	F. * STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE	LCDR BOLES	1255-1300
	G. * PROF DEVELOPMENT CHAIR	CDR Whitehurst-Lief	1300-1305
	H. * THERAPIST CATEGORY LIAISON	CAPT Pickering	1305-1310
	I. * JUNIOR OFFICER ADVISORY GROUP	LCDR Feda	1310-1315
V.	OLD BUSINESS		
	A. Action Item		
	1. Term Limits Task force findings-	LCDR Richardson	1315-1325
VI.	NEW BUSINESS		
	A. Action Items		
	1 Uniform- Changes	CDR O'Neill-Manrique	1345-1350
VII.	OPEN FORUM FOR DISCUSSION	TPAC CATEGORY	1400-1445
VIII.	ADJOURN		

* Refer to report

Therapist Professional Advisory Committee Meeting Minutes

Date: 24 August 2007 Time: 12:00- 1430 hours EDT Location: Teleconference

I. CALL TO ORDER: 12:00 PM EDT

Roll Call:

<u>MEMBERS</u>	<u>TITLE/PROXY</u>	<u>AGENCY/OPDIV</u>
CDR Kathleen O'Neill-Manrique	Chair	IHS
LCDR Alicia Souvignier	Exec Sec	IHS
CAPT Michelle Hooper		IHS
CDR Martha Duganne		IHS
CDR Liza Figueroa		IHS
CDR Scott Gaustad		HIS
CDR Laura Grogan	McMillan	OS
CDR Fred Lief		BOP
CDR Jon Schultz		BOP
CDR Rita Shapiro	Golding	USCG
CDR Jessie Whitehurst-Lief		BOP
LCDR Terry Boles		IHS
LCDR David Byrne		CDC
LCDR Joe Golding		IHS
LCDR Monique Howard	absent	CMS
LCDR Henry McMillan	absent	OS
LCDR Jeff Richardson		IHS
Ex-Officio Member:		
CAPT Karen Siegel	CPO/excused	NIH

<u>GUESTS</u>	<u>AGENCY/OPDIV</u>
CDR Gary Shelton	IHS
CDR Ron West	IHS
LCDR Damien Avery	BOP
LCDR Jessica Feda	BOP
LCDR Karen Kilman	IHS
LCDR Scott Mitchell	IHS
LCDR Tarri Randall	IHS
LCDR Thomas Schroeder	IHS
LCDR Joe Strunce	IHS
LCDR Delana Westman-Berry	IHS
LT JG Carlos Estevez	IHS

II. REVIEW AND ADOPTION OF AGENDA:

LCDR Richardson moved to approve the agenda; CAPT Hooper seconds the motion.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

June 2007 meeting minutes were provided and approved via e-mail to all TPAC members. Minutes were posted to TPAC Web site in July 2007. LCDR Richardson moved to approve April meeting minutes; CDR Duganne seconds the motion.

IV. REPORTS

A. CPO Report: CDR Manrique for CAPT Siegel

Leadership Transitions

RADM Knouss passed away July 10.

He had a strong vision and was an advocate for the corps in the Office of the Secretary in leading the Transformation of the US Public Health Service. I was honored to represent the Therapist Category at a memorial service held for him on July 14. A few other therapists were there and the service was well attended by corps officers of all ranks, as well as the honor guard, ensemble, and chorale. The Surgeon General's Medallion and Distinguished Service Medal was presented to his family posthumously at the OS promotion ceremony a few weeks later.

The Assistant Secretary for Health is leaving Aug 29. The timing of his departure in part was influenced by a request by the White House Chief of Staff who asked that any appointees leave by Labor Day or stay on until Jan 2009. I am representing the category at a reception for the ASH during our TPAC meeting, and thus am submitting my report through the TPAC Chair.

Before the ASH leaves, many policies are being developed and finalized for his signature. This includes uniform and disciplinary boards among others. Look for these policies to be published in the eCCIS section of the CCMIS website in coming weeks.

The Acting Surgeon General, RADM Moritsugu plans to retire Sep 30. COA is sponsoring a reception for him on Oct 4. I plan to attend and represent the therapist category at that event as well.

This leaves vacancies in all the top leadership position for the commissioned corps. It is hoped that individuals will be named to acting roles for all these positions before the end of August. The nomination for Surgeon General is still in committee and there is no word when the committee might forward the nomination to the full senate for a vote.

Other news

A flag officer retreat was held at the FDA in July. CPOs were invited to attend for the first time, giving our therapist category a second representative at this meeting. Primary

agenda item was to introduce the model of forward thinking as a strategic planning approach to the PHS from the BOP.

Also in July, PT Magazine of Physical Therapy published a letter to the editor I wrote describing the role of therapist in the Public Health Service in disaster response. This was in reply to an article in the April issue that commented that “pre-Katrina no one knew how to use PTs” and referred to the Public Health Service in the lower case. They graciously devoted an entire page of the magazine to my letter to set the record straight.

The next readiness check by OFRD will be Sep 30. Be sure to double check all items to make sure you will be ready, including your license, immunization, BLS, fitness, etc. If you are not ready, you will remain so until the next check in Dec, unless it is due to an error.

Also, the director of OFRD reported that the Tier 1 and Tier 2 teams did a great job during training at Camp Bullis this summer under very austere conditions. Congratulations to all therapists who served with pride and distinction during that training.

2 week officer basic course (OBC) has been developed to replace BOTC. Other intermediate and advanced courses expected to be developed in the future. NO announcements have been made regarding the future of IOTC or the Commissioned Corps Training Ribbon (CCTR). However, I would encourage officers who are in the process of completing IOTC to do so expeditiously to ensure they do not lose any opportunity to earn the CCTR in the future.

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B. TPAC Chair Report: CDR Kathleen O’Neill-Manrique

- Welcome to new TPAC members to first official meeting. Please forward a copy of appointment letter to your eOPF. Try to keep a running log of activities with PAC. You may become eligible for Special Assignments award, however documentation of hours worked on TPAC is necessary.
- Uniform Changes: CDR Manrique will participate in a workgroup for phasing in and phasing out of uniform changes. All of our uniforms will now align with the Navy. CDR Manrique will forward the 50 page document detailing the changes to category. Don’t do much purchasing at this time, since changes are forthcoming.
- Congratulations to permanent officer promotions. We had therapy officers promoted at levels: O4,O5, and O6.
- We have initiated a list serve through the NIH list serve as a mechanism to increase the speed at which cutting edge info is disseminated to the

field as well as to have the ability to archive our documents that are posted on the list serve. Please click on the list serve link and sign up for the list serve- you may sign up with numerous email addresses- assuring you will receive the notifications whether on duty or at home. Contact LCDR Souvignier or me if you have any questions on the list serve process. https://list.nih.gov/archives/usphs_therapist.html

(Committee reports provided as attachments A-F)

C. Administration Committee: LCDR Souvignier deferred to the report.

D. Information Management Committee: CDR Figueroa reminded TPAC members and committee/subcommittee chairs to update contact information with CAPT Siegel so that she can keep website up to date. See IM Report for further information and Field Rep Report.

COA Category Liaison:

- CAPT Pickering reminded officers to contact her with questions/comments regarding COA. Please get in contact with her if you are interested in participating in committees, as any COA member can participate in committees. Her new email address is: Suzanne.pickering@hhs.gov.
- CAPT Pickering encouraged officers to look into COA membership. It is possible to join online at www.coausphs.org. The COA Frontline newsletter is a good source of information, and is also available online. Website also includes information on Congressional issues affecting Commissioned Officers.
- The Executive board of COA has terms are for 3 years. There is a Representative for each category and 3 field representatives. LCDR Bridgette Seago is currently serving on board as field representative. CAPT Pickering is in her 2nd term, starting in August. New nominations are accepted in February-March.

JOAG Category Liaison: LCDR Feda presented summary of attached report.

E. Readiness Committee: Defer to report

F. Strategic Planning and Development Committee: LCDR Boles deferred to the report.

G. Professional Development Committee: CDR Jessie Whitehurst-Lief provided summary of attached report.

V. OLD BUSINESS

A. USPHS Commissioned Corps Healthy Lifestyles: LCDR Golding is the chair of task force. He has 10 officers assisting on this task force. An update will be provided at the next TPAC Meeting.

B. Term Limits Task Force: Presented by LCDR Jeff Richardson

Report: See Attachment H for Task Force Report

Action Item: TPAC Members were to provide LCDR Souvignier a vote by email to decide on Item #1 as presented in report.

Decision: Results A: 4 votes, B: 13 votes.

Subcommittee chairs will now be limited to a 3 year term.

VII. NEW BUSINESS

Readiness Report: LCDR Joe Golding provided a report on RDF #5 training and deployment.

- Camp Bullis Training for RDF #5: July 16-21 2007: IED and earthquake training. Therapy officers on RDF #5: Logistics: LCDR Joe Golding, LCDR Terry Boles, LT Dean Trombley, PT: LCDR Joe Strunce, LCDR Brian Elza, CDR Mike Faz, LCDR Karen Kilman.
- RDF #5 deployed to San Antonio in preparation for Hurricane Dean from 8/20-8/23. LCDR Golding and Strunce reported that combined training in July and actual deployment one month later, was very beneficial for RDF #5. The team was deployed to staff a Federal Medical Station (FMS). LCDR Golding reported that team duties in San Antonio went very smoothly.
- CAPT Pickering reported on RDF #3 training: Therapists very helpful for providing safe transfer techniques for all team members and volunteers.
- Upcoming training: Combat Stress Course put on by the Army. Dates are uncertain for next course- either Fall 2008 or next spring. Please watch Education report or contact LCDR Fedra for updates.

VIII. OPEN FORUM

Nothing reported.

CONCLUSION: Meeting adjourned at 1328 Eastern Time

USPHS Therapist Category Website: <http://www.cc.nih.gov/rm/pt/tpac/htm>.

Join the Therapist Category LISTSERV at

https://list.nih.gov/archives/usphs_therapist.html

Next TPAC meeting: Oct 26, 2007; Dec 14, 2007; Feb 22 - 1200 EST
Call in number: 1-888-381-8510, pass code 87222.

Respectfully Submitted: LCDR Alicia Souvignier, TPAC Executive Secretary
Concur: CDR Kathleen O'Neill-Manrique, TPAC Chair
Concur: CAPT Karen Siegel, CPO Therapist Category

ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

ATTACHMENT C: INFORMATION MANAGEMENT COMMITTEE REPORT

ATTACHMENT D: STRATEGIC GROWTH COMMITTEE REPORT

ATTACHMENT E: READINESS COMMITTEE REPORT

ATTACHMENT F: TERM LIMIT TASK FORCE REPORT

ATTACHMENT A: ADMINISTRATION COMMITTEE REPORT

MEMORANDUM

TO: CDR KATHLEEN O'NEILL MANRIQUE, TPAC CHAIR
FROM: LCDR ALICIA SOUVIGNIER, ADMINISTRATION COMMITTEE CHAIR
DATE: 8/22/07
RE: ADMINISTRATION COMMITTEE REPORT, AUGUST, 2007

Member Elections Task Force

Nothing to Report

Finance Subcommittee Report, CDR Ron West, Chair.

TPAC Finance Sub-committee Report : 24 AUG 2007

Finance Sub-committee Members:

CDR Ron West, Chair ron.west@pimc.ihs.gov

LCDR Jeff Richardson jeff.richardson@mail.ihs.gov

2007 Annual Account Activity: Yearly increase after expenses \$583.25

Therapist Henry Jackson Foundation (HJF) account balance:

31JUL06 \$6,365.68

31JUL07 \$6,948.93

Expenses paid from 31JUL06 to 31JUL07: Total \$1,591.75

\$331.27 Coin set up and minting

\$660.00 Retirement Recognition Flags

\$252.00 Award and recognition plaques, COA Meeting 2007

\$207.46 T-Shirt Printing

\$141.02 HJF Processing cost

****This does not account for over \$2000.00 spent by the COA for the 2007 Therapist Category Day.**

Total Donations: Total \$2175.00

\$430.00 2007 Coin Sales

\$165.00 2007 T-shirt Sales

\$235.00 2007 Fund Raising Drive

\$205.00 Yearly Category Donations not part of fund-raiser

\$1000.00 Corporate Donations

\$140.00 COA Reimbursement for COA Meeting 2006
\$0 Category Member Award honorarium donation
\$0 Educational course donation

Category Fund Raising Drive 2007, held between May 2007 to July 2007: Total
\$235.00

GOAL: \$1000.00, Fliers were distributed in May 2007 via the field reps.

Raised: \$235.00 from only 5 contributors.

Itemized: 2 CAPT's; 2 CDR's; 1 LCDR.

Funding Requests:

As of 01JUL07 all financial requests should have been submitted to the TPAC Finance Subcommittee for projected expenses in CO year 01JUL07 to 01JUL08. No new requests have been received.

Requests for funding through the Therapist Category Henry Jackson Foundation account must include the following information:

- ✓ What is being requested-Name of item?
- ✓ Purpose needed?
- ✓ Quantity needed?
- ✓ Cost per item?
- ✓ *True* Total invoice(Must include shipping costs, *any other* expense incurred, etc...)
- ✓ Deadline funding needed by? (Suggest 6 – 8 weeks in advance)
- ✓ Where to send funding?: Check payable to? Address? Telephone#?Tax ID#? (**HJF must pay the company directly. They will not reimburse government employees**).

Finance Committee Topics:

- There are two ways for the TPAC to pay for expenses:
 - A TPAC committee can request funds. After approval by the finance committee then the HJF will pay the company directly (**HJF will no longer reimburse government employees for expenses incurred**).
 - The COA Meeting planners depend on the PHS Categories for vendor contacts to fill the exhibit hall. In turn, the COA reserves some of the monies collected on the booth space for the individual categories. These funds are used for meeting expenses such as speaker honorariums, awards, recognitions, and retirement ceremonies. For the 2003 through 2007 COA Meetings, the Therapist Category Programs were partially funded in this manner (**COA will not reimburse government employees for expenses incurred**).
- We need help with finding benefactors to our HJF account. Please let us know of any potential contacts. As COs we are not able to solicit for monies, however, we can explain the donation process of the HJF to local and national vendors with whom we come in contact and ask if it would be alright for the HJF to contact them. Currently, the large majority of funds collected for the Henry M. Jackson Foundation account are from four main sources:
 - Coin Sales
 - Category Fund Raiser held April to July.

- Large yearly donation from vendors.
- Large yearly donations from senior officers.

- It is requested that all educational seminars and continuing education workshops that are set up by Therapist Category Members or advertised by the TPAC Education Subcommittee request a generous donation to the Henry M. Jackson Foundation account from all participants.

Respectfully submitted,
CDR Ron West, Finance Sub-committee Chair

ATTACHMENT B: PROFESSIONAL DEVELOPMENT COMMITTEE REPORT

DATE: August 22, 2007

TO: CDR Kathleen O'Neill-Manrique, TPAC Chair
LCDR Alicia Souvignier, TPAC Executive Secretary

FROM: CDR Jessie Whitehurst Lief, Professional Development Committee, Chair

SUBJECT: Professional Development Committee Report
Therapist Professional Advisory Committee
August 22, 2007

I am very pleased to be the new Chair of the Professional Development Committee. I am looking forward to working with the subcommittee chairs and members. Thanks to CDR Tarri Randall for all her hard work, dedication and contributions to the TPAC. The following are the submitted subcommittee reports for the August 24, 2007, TPAC meeting:

Awards Subcommittee:

Chair: CDR James Standish

Members: CAPT Lois Goode, CDR Scott Gaustad,

1. I have officially relieved CAPT (s) Balash as the Awards Sub Committee Chairperson, and would like to take this opportunity to thank CAPT (s) Balash for all of her hard work in developing an extremely organized and comprehensive program.
2. The AMSUS award nomination has been completed and submitted by CAPT (s) Balash, and we are currently awaiting the results.
3. The call for the next cycle of awards will be January 1, 2008.
4. My e-mail Address has been changed to James.W.Standish@uscg.mil

Education Subcommittee:

Chair: LCDR Jessica Feda

Secondary Chair: LT Felipe Zamarron

Members: LCDR Jeff Richardson, LTJG Carlos Estevez, LCDR Brian Elza, LCDR Jeff Lawrence,

LCDR Henry McMillan, CDR Jon Schultz, LT Dean Trombley

1. The Education Subcommittee is in the final stages of posting an "Advanced

Practices" page on the TPAC website. It is currently under review and being formatted by CAPT Siegel. There will be more information available about this endeavor once the page is operational. Many thanks to CAPT Siegel for her continued guidance and assistance with this project.

2. Education postings continue on the TPAC website. LCDR Fedra is currently compiling course dates for 2008 courses through our sister services. Four PHS officers will be attending the **Douglas Kersey Neuromusculoskeletal Evaluator Course** September 10th-21st: LT Joe Kennedy, LT Artresiah Rogers, LT Kit Burnham, LT Jennifer Bebo. This course is held annually at Fort Sam Houston and includes a field training exercise at Camp Bullis. The Neuromusculoskeletal Course provides current evidence-based didactic teaching and field expedient training.

Please start thinking about the upcoming **Air Force Advanced Physical Therapy Course (OZO)**. Tentative dates are 31 March-11 April 2008. Two PHS slots are available. This course is held in San Antonio, Texas. It focuses on current evidence in physical therapy practice and deployment needs. More information is available upon request. There is not a course fee, however travel and lodging will require agency funding. Suspense date for notifying LCDR Fedra of interest December 1st, 2007. LCDR Fedra may be contacted at jfedra@bop.gov.

3. The Education Subcommittee continues to meet on an as needed basis.

Mentoring Subcommittee:

Chair: CDR Michael Smith

Members: CAPT Rebecca Parks, LCDR Schultz

1. Received 3 requests from junior officers to be paired with mentors.

Promotion Preparation Subcommittee:

Chair: CDR Michele Jordan

Members: CAPT Nancy Balash, CDR Ron West, CDR Kathleen O'Neill-Manrique, CDR Jessie Whitehurst Lief, CDR Monique Howard, CDR Tarri Randall

Nothing new to report

Retirement Recognition Subcommittee:

Chair: CDR Cindy Carter

Members: CAPT Susanne Pickering, CAPT Lois Goode, CDR Ron West, CDR Jean Bradley, CDR Rita Shapiro, CDR Cindy Carter, and LCDR Damien Avery

Nothing new to report

ATTACHMENT C: INFORMATION MANAGEMENT COMMITTEE REPORT

August 20, 2007

To: CDR Kathleen O'Neill-Manrique, TPAC Chair
LCDR Alicia Souvignier, TPAC Secretary

From: CDR Liza Figueroa, TPAC Information Management Chair

Re: TPAC INFORMATION MANAGEMENT REPORT AUGUST 2007

I. WEB PAGE SUBCOMMITTEE, CAPT Karen Siegel, Chair

I request the assistance of all officers participating in TPAC activities to inform me when their e-mail address changes or when they are promoted so I can update the website. It also is helpful if they can send me the links to the locations on the website where their information is noted so I can update all the locations appropriately. Several items have fallen through the cracks in the last few months, so the assistance of all officers would be greatly appreciated.

Changes to the website since the last report include updates to:

- information on uniforms
- latest vacancies
- the educational listing
- April and June TPAC minutes and field reports
- PY '08 benchmarks
- the 2007 fund raiser
- latest CADs
- the category profile
- CPO state of the category address power point from COA
- retirement biographies
- the announcement of the category list serve
- the readiness resources
- the revised charter and policy and procedure document
- the new TPAC members and committee and subcommittee chairs.

Progress toward migrating the website from NIH to an OCCO server is slow. The USPHS site has moved from the contractor's server to a government server, which was a prerequisite to migrating the category sites, but not discussion has occurred about when the category sites might start moving.

Web page updates include:

The main site is at <http://www.cc.nih.gov/rm/pt/pathways.htm>

II. JOAG Liaison, LCDR Jessica Feda, Chair

The last JOAG meeting was held Friday, August 10th. Additional transformation information was provided. For current updates on the transformation process please review the meeting minutes. Meeting minutes will be available within the next two weeks on the JOAG website under meeting minutes August 2007. I greatly encourage all officers to review the August 2007 meeting minutes.

JOAG general membership is highly encouraged to all junior officers (O-4 and below) to aid in continued evolution and promotion of the USPHS Commissioned Corps and is a unique opportunity for junior officers to provide a voice while learning about the Corps happenings via current events and information dissemination.

The October Career Fairs list is now posted for recruiting. Please contact LT Ben Chadwick if you are interested in attending a fair in your area. In addition, you will need to contact our TPAC AR leads to receive booth information. It is important to request information through the PAC six weeks prior to the date of the career fair.

JOAG consists of the following committees & workgroups:

- Awards Committee
- COF Planning Committee
- Communications and Publications Committee
- Development Workgroup
- Interservices Workgroup
- Membership Committee
- Policy & Procedures Committee
- Professional Development Committee
- Recruitment and Retention Committee
- Welcoming Committee

The new JOAG year is starting in October! If you are interested in joining a committee, please contact the committee chair. Information is available on the JOAG website under "Groups."

To join the JOAG listserv: <https://list.nih.gov/archives/joag.html> and click on "Join or leave the list".

JOAG committees are currently in need of new members. To learn more about JOAG committees and their vision, please go to: <http://www.joag.org/committees.html>

The next JOAG meeting will be held on Friday, October 12th from 1300-1500 EST. Call in number: 888-322-1791 and Passcode: 83301.

III. HISTORIAN, CDR Jessie Whitehurst-Lief, Chair

On August 15, 2007, CAPT Siegel and I attended a phone conference with the USPHS Historian (Dr. Lord) and the Pharmacy History Committee. We are in the final stages of developing the Therapy History web site and getting it “up and running”. Soon I will be presenting the History Timeline to the TPAC for their suggestions/approval.

IV. RETIRED THERAPIST SUBCOMMITTEE, CAPT (ret.) Leo LaBranche and CDR (ret.) Selden Wasson

-Nothing to report

V. INACTIVE RESERVE, LCDR Alicia Souvignier, Chair

The point of contact for all IRC related issues is LCDR Demitrus Culbreath at DCulbreath@osophs.dhhs.gov

VI. COMMISSIONED OFFICERS ASSOCIATION, CAPT Suzanne Pickering

- Nothing reported

VII. FIELD REPRESENTATIVE COORDINATOR REPORT/CATEGORY ROSTER SUBCOMMITTEE CHAIR -LCDR Jodi A. Tanzillo

I. Congratulations To:

- **IHS AZ**

Chinle

Congratulations to the Rehabilitation Service Department for receiving the Navajo Area IHS 2007 Area Director’s Award for Outstanding Group Performance:

Matt Armentano, Chief Physical Therapist
Dean Trombley, Speech Language Pathologist
Brian Mello, Physical Therapist
Mike Powers, Lead Physical Therapist
Maylene Harvey, Physical Therapy Assistant
Paul Stout, Physical Therapist
Jodi Tanzillo, Occupational Therapist
Andra Battocchio, Director of Rehab. Services
Dorothy Henry, Medical Support Assistant
Serfina Hardy, Medical Support Assistant
Mindy Smeal, Audiologist

Congratulations to Mike Powers, PT for receiving the Chinle Superior Administrative Service Award.

Congratulations to LCDR Matt Armentano who completed his DPT from Baylor University in May 2007.

Congratulations to Dr. Mindy Smeal, AUD who received her Doctorate in Audiology (AuD) from the Arizona School of Health Sciences on August 4, 2007 in Mesa, AZ.

Phoenix

Congratulations to LCDR Terry Boles, PT who was Assimilated in the USPHS Regular Corps, June 2007.

Sells

LCDR Woolridge received Employee of the Year 2007 for Outstanding Direct Patient Care at Sells Service Unit at the Tucson Area Director's Award Ceremony.

- **IHS NM**

Laguna-Acoma

Congratulations to LCDR Scott Mitchell for obtaining his DPT from Baylor University.

Congratulations to Ms. Lori Howeya, MPT for being the recipient of the ACL Hospital Distinguished Service Award.

Shiprock

Congratulations to LCDR Tom Schroeder who received his credentials as a Sports Certified Specialist June 2007.

- **Multi-Agency**

FDA- Gaithersburg

Congratulations to CAPT Marie A. Schroeder, PT who will be retiring on August 31, 2007 with 30 years of dedicated service to the USPHS.

USCG

Congratulations to CDR Richard Shumway, PT for obtaining DPT from University of St. Augustine, FL

Congratulations to CDR Rita Shapiro, PT for obtaining DPT from Shenandoah University, VA

II. News From the Field:

- **IHS AZ**

Chinle

LCDR Andra Battocchio attended the Leadership Development Seminar hosted by the Engineer category Aug 7-9, 2007.

LT Paul Stout, PT attended the Air Force Neuromuscular Evaluation Course at Lackland AFB, San Antonio, TX.

LT Erik Cala completed BOTC in Bismarck, ND from July 31 to Aug 2, 2007.

Fort Defiance

John Van Eyk, PT and his Wife Kelly plan on birthing their 3rd child on August 22, 2007. The planned delivery will give them a son, complimenting their two daughters.

Pinon

The Pinon PT Dept assisted the Health Promotion Dept during the “Just Move It Program” at the events in the local area held in the evenings.

Sells

The Sells Service Unit is in the process of expanding its services to the San Xavier Clinic two days per week. One of the two Sells Physical Therapists will split their time between Sells and San Xavier. Equipment will have to come from GSAccess or any I.H.S. facility that would be willing to donate equipment!!!

Winslow

WIHCC opened a Diabetic Wellness Center in the Dilkon area on August 1st. There will be more information sent once the program has been highlighted in our local newspaper.

- **IHS NM**

Crownpoint

LT Lori Lee, PT completed BOTC in Bismarck, ND from July 31 to Aug 2, 2007.

Gallup

The PT/PTA's are all utilizing EHR.

LT Jennifer Bebo will be attending the Kersey Course 9/10-21/07.

LCDR Brian Elza successfully coordinated the McKenzie Method of Mechanical Diagnosis and Therapy Course – Part A; Lumbar Spine, held in Flagstaff, AZ.

Navajo Area COA members, family, and friends will be having a picnic on 8/11/07.

- **IHS Multi-site**

Carl Albert Indian Health Facility

LT Toni Donahoo welcomed a new baby girl to the family on July 20, 2007.

- **BOP EAST**

FMC Butner

Congratulations to LT Tanesha Nobles, who was married on August 10, 2007!

- **NIH**

The physical therapy staff in the Clinical Center of the NIH served as preceptors for summer research IRTA students from the following universities: Helen Chien, University Southern California (USC), Patricia Turnquist, University of Southern California (USC), Kristen Young, West Virginia University (WVU), and Felicia Washington, University of Maryland (UVM). Holly Cintas, Joe Shrader, and CDR Michael Smith served respectively as preceptors for these students.

CDR Michael Smith hosted Soulas Fillippas, an Australian physical therapist, who visited the NIH Rehabilitation department to gain additional knowledge in areas of HIV infection and exercise to use in organizing a research study for her thesis.

III. Welcome/ Farewell To:

- **IHS AZ**

Chinle

Welcome to Lyle Bogart, PT who joined the Chinle staff August 6, 2007. Lyle and his family relocated from Tacoma, WA where he graduated from PT school May 2007.

Welcome to Sylvia Etsitty, Rehab Assistant, who transferred from the Specialty Clinic staff on Aug 6th to lend her expertise in clinical operations to the Rehab Services Dept.

Fort Defiance

Mr. James Fenton began employment as a Staff Physical Therapist on Monday August 20, 2007. Mr. Fenton was previously employed with the VA in the San Antonio area.

Parker

Welcome to Dana Richardson, PT Tech at Parker Indian Health Center.

Tuba City

Welcome to Melissa Long, PT and family.

Farewell to Denyse Herrmann, PT.

- **IHS NM**

Gallup

Welcome to LCDR Ramon Ector, Staff PT, who will be starting August 27, 2007.

Zuni

Farewell to LCDR Megan Horeis, PT as of September 27, 2007. LCDR Horeis will be relocating to Pennsylvania to be closer to her immediate family.

- **BOP EAST**

FMC Butner

Welcome to LT Phil Chorosevic, OT and LTJG Alice Priest, PT COSTEP. Both officers will be reporting on September 4, 2007 to join the FMC Butner Team!

FMC Devens

Farewell to LT Doug Fiorentino who transferred from FMC Devens to the FDA on July 23, 2007. We wish Doug nothing but the best in his endeavors.

- **NIH**

Farewell to LT Ivy Chan, OT who transferred to a new position with the Biomedical Advanced Research and Development (BARDA) at HHS/OS/ASPR.

Welcome to Elizabeth K. Rasch, PT, PhD recently joined the Rehabilitation Medicine Department of the Clinical Research Center at the National Institutes of Health as a Staff Scientist. She has been a physical therapist for more than 25 years and was one of the first ABPTS certified clinical specialists in neurology. She received her PhD from the University of Maryland, Baltimore in Rehabilitation Science with a concentration in Epidemiology. Her research interests include the health of persons with disabilities (specifically the development and impact of secondary conditions), functional trajectories, injury and disability, as well as the use, quality, effectiveness of, and access to healthcare services by persons with disabilities. She has been actively involved in research since 1985 and has published articles and book chapters on topics related to disability and rehabilitation.

IV. Presentations:

- **IHS NM**

Chinle

LCDR Jodi Tanzillo, OT presented “Ergonomics and Repetitive Motion Injuries” In-Service to the Chinle Hospital Medical Records and Coding employees August 9, 2007.

Tuba City

LCDR James Cowher and LTJG Heidi Fisher presented “Cardiac Rehabilitation and Secondary Prevention” at the Four Corners Area Annual Conference.

V. Publications:

- **NIH**

Abstract: Research (from Holly Cintas, PT, and CAPT Rebecca Parks, OT) Cintas H, Parks R, Sonies B, Miller J, Gerber L. VALIDATION OF THE BRIEF ASSESSMENT OF MOTOR FUNCTION (BAMF): RELIABILITY AND VALIDITY OF FOUR MOTOR SCALES. Abstract 36-02 Proceedings of the 15th Int’l Congress of the World Confederation of Physical Therapy, Vancouver Canada, June 2-6, 2007.

Cintas H, Parks R, Sonies B, Miller J, Gerber L. THE BRIEF ASSESSMENT OF MOTOR FUNCTION (BAMF): RELIABILITY AND VALIDITY OF FOUR MOTOR SCALES. Abstract 282481, Proceedings of Physical Therapy 2007, the Annual Meeting of the APTA, June 27-30, Denver CO

Peer Reviewed Paper: (from CDR Bart Drinkard, PT)

Green-Golan L, Yates C, Drinkard B, Vanryzin C, Eisenhofer G, Weise M, Merke DP. Patients with Classic Congenital Adrenal Hyperplasia Have Decreased Epinephrine Reserve and Defective Glycemic Control During Prolonged Moderate-Intensity Exercise. J Clin Endocrinol Metab. 2007 May 29; [Epub ahead of print]

Taylor MM, Stokes WS, Bajuscak R, Serdula M, Siegel KL, Griffin B, Keiser J, Agate L, Kite-Powell A, Roach D, Humbert N, Brusuelas K, Shekar SS: Mobilizing Mobile Medical Units for Hurricane Relief: The United States Public Health Service (USPHS) and Broward County Health Department (BCHD) Response to Hurricane Wilma, Broward County, Florida. Journal of Community Health Management and Practice. 13(5):447-452, 2007.

Paul SM, Siegel KL, Malley R, Jaeger RJ: Evaluating interventions to improve gait in cerebral palsy: A meta-analysis of spatiotemporal measures. Developmental Medicine and Child Neurology. 49(7):542-549, 2007.

VI. Deployments:

- **IHS AZ**

Parker

LCDR Joe Golding attended the RDF 5 Earthquake and IED Training by OFRD at Camp Bullis, TX, July 15-21.

Phoenix

LCDR Terry Boles, PT, completed an eight-day OFRD Rapid Deployment Incident

Response Training at Camp Bullis, Texas. The training focused on IEDs and earthquakes.

LCDR Boles is the Logistics Chief for PHS-5.

LCDR Terry Boles attended and served as a leader at the OFRD-Logistics Officer Training at Camp Bullis, Texas.

- **IHS NM**

Gallup

LCDR Brian Elza, PT completed RDF Training for Disaster Response at Camp Bullis, San Antonio, TX, 7/16-20/07.

Shiprock

LCDR Joe Strunce, PT completed RDF Training for Disaster Response at Camp Bullis, San Antonio, TX, 7/16-20/07.

- **NIH**

CAPT Rebecca Parks completed the 5-day Camp Bullis rapid deployment team training in San Antonio, Texas, with her team, PHS-1, from 7/23 to 7/27/2007.

VII. Current Research:

- **NIH**

Elizabeth Rasch, PT, is currently revising and submitting 3 manuscripts for publication on the health of adults with mobility limitations in the U.S.; the first manuscript describes prevalent conditions, the second describes incident (secondary) conditions that occurred over a 2-year period, and the third examines some of the consequences of these conditions. Two national surveys were used for this work; the National Health Interview Survey – Disability Supplement and the Medical Expenditure Panel Survey.

VIII. Future Agenda Items for TPAC to Consider:

- **IHS AZ**

Pinon

Continue emphasis on therapist recruitment.

VIII. DISCIPLINE LIASIONS

CAPT Michelle Hooper – Aud.

-Nothing reported

CAPT Rebecca Parks – OT

-Nothing reported

Ms. Beth Soloman – SLP

-Nothing reported

CDR Michael Smith – PT

See Quad Service meeting minutes below:

Respectfully submitted by:

Liza Figueroa, PT, DPT
CDR, USPHS
Information Management Committee Chair

To: National Capital Area Rehabilitation Service Attendees

SUBJ: Quad Service Meeting Minutes July 11, 2007

Attendees: **USPHS:** CAPT Karen Siegel, CDR Michael Smith; **USPHS/Coast Guard:** CDR Rita Shapiro; **ARMY:** (Walter Reed), COL Barbara Springer; (Fort Meade), MAJ Beth Mason

Announcements:

1. Future meetings will be extended to all clinics in the NCA, including Quantico
2. Conference call capability requirement for all future meetings.
3. The group changed the meeting times from every third to every fourth month.

I. Standard Agenda

A. USPHS/Coast Guard

1. CDR Smith reported two vacancies of physical therapy chief and one staff position remain open.
2. Two NIH civil service physical therapists received the Catherine Worthingham award at annual conference; Holly L Cintas, PT PhD NIH staff and Lucinda F.

- Pfalzer, PT PhD from the University of Michigan (Flint) on sabbatical at the NIH through the Clinical Research Training Program (CRTP).
3. CDR Smith made inquiry of a web based Spanish program on the Army site and whether it was open to all uniformed services. **ACTION ITEM:** COL Springer provided CDR Smith retired COL Scoville's information for further inquiry.
 4. CAPT Siegel reported there are 18 PHS officers on the Navy Comfort and five officers deployed to Peleliu.
 5. Congressional hearings began for the nomination of James W. Holsinger, Jr for SG

B. USPHS/COAST GUARD

1. CDR Shapiro reported that two AD therapists and contract CS therapists were now credentialed.

C. ARMY

1. LTC Lowe was involved in a 17 member Traumatic Brain Injury (TBI) task force that made recommendations to the Army Medical General officers for advanced programs for returning AD servicemen and women; information to be released to the public the end of July.
2. **BRAC:** COL Springer is the Integrated Physical Therapy Service Chief for both NNMC and WRAMC. WRAMC and Navy has started integrating staff; PT techs and PTs have merged. COL Hunt will be working at NNMC. The building plan for transitioning from WRAMC to Navy is 2011.
The WRAMC outpatient Military Advance Training Center for amputees is due for completion 9/07. The building is equipped with a Neuro-com, elevating parallel bars, elevators, climbing wall, and a 23 camera gait laboratory...to name a few.

Research: WRAMC has initiated three research studies: the prosthetic Power Knee, socket systems and limb health, and electrical stimulation protocols

Staff: There are six staff openings, one to be filled next month. Three PT assistant positions have been converted to GS-7. There will be 11 Army sites short PTs. Navy will be down to only 2 AD at Bethesda by 2009. Navy is converting many slots to civilians and requesting assistance from the Army. Any interested reservists, PHS Therapists, or civilians please contact COL Springer (202-782-6371)

Patient Access:

WRAMC has 700 medical hold soldiers; 150-200 with mild-moderate TBI. Will prioritize to AD, then other Prime access if space is available within 7 days.

Education:

Preview 2020...hosting a three day amputee conference at APTA
Preview 2020 in Phoenix. It will be an Amputee course with lab. The
information is posted on APTA's website.

There will be a Clinical instructor credentialing course in the fall
Contact information: LT Lohdi or LT Ruiz at NNMC.

Next meeting host: Andrews Air Force base to be held in late October, early November.
Meeting adjourned at 15:50PM

ATTACHMENT D: STRATEGIC PLANNING and DEVELOPMENT COMMITTEE REPORT

MEMORANDUM

To: LCDR Alicia Souvignier, TPAC Secretary
 CDR Kathleen O’Neill-Manrique, TPAC Chair

Date: 08/24/07

From: LCDR Terry Boles, Strategic Planning and Development Chair

PHS Therapists Category Vacancies

Position	Duty Location	POC
ALASKA		
Multiple PT Positions	ANCHORAGE, AK Alaska Native Med Center	DOUG MUNOZ (907) 729-1261 dmunoz@anmc.org
STAFF PT	ANCHORAGE, AK South Central Regional Office	LARISSA LUCA (907) 729-4999
STAFF PT	BETHEL, AK Yukon Kuskokwim Hospital	DAVID FRIDAY 1-800 – 478-8905-EXT 3 DAVID_FRIDAY@YKHC.ORG
STAFF PT	KOZEBUE, AK Manilaq Health Center	PAT SAMMARTINO (HUMAN RESOURES) (907) 442-3321
DEPUTY CHIEF PT STAFF PT	SITKA, AK Mt Edgecomb Hospital	CAPT TERRY CAVANAUGH (907) 966-8312 TERRY.CAVANAUGH@SEARHC.ORG
CHIEF AUDIOLOGIST	SITKA, AK Mt Edgecomb Hospital	CAPT TERRY CAVANAUGH (907) 966-8312 TERRY.CAVANAUGH@SEARC.ORG Dr JERRY AINSWORTH (907) 966-8366 JERRY.AINSWORTH@SEARHC.OR
ARIZONA		
STAFF PT	WINSLOW, AZ	CDR MICHAEL LAPLANTE 928-289-6179 michael.laplante@wihcc.org

1 - STAFF PT	CHINLE, AZ	LT MATT ARMENTANO (928) 674-7223 MATT.ARMENTANO@chinle.ihs.gov
AUDIOLOGIST	CHINLE, AZ	LCDR ANDRA BATTOCCHIO (928) 674-7223 Andra.battocchio@chinle.ihs.gov
4- STAFF PT	FORT DEFIANCE, AZ FT. Defiance Indian Medical Center	CDR MIKE FAZ Mike.faz@ihs.gov
STAFF PT	PINON, AZ Pinon Health Center	LCDR JEFF LAWRENCE (928) 725-9631 Jeffery.lawrence@ihs.gov
CHIEF PT and/or OT * Tribal Position	SANTA ROSA, AZ Archie Hendricks Skilled Nursing Facility	Ms CAROLE DENE GARCIA (520) 361-1800 Cgarcia@toltc.org or Mr LEE OLITZKY (520) 444-4109 Lolitzky@toltc.org
STAFF PT	TUBA CITY, AZ Tuba City Indian Medical Center	JAMES COWHER (928) 283-2659 JAMES.COWER@TCIMC.IHS.GOV
CALIFORNIA		
CHIEF PT (05)	Terminal Island, CA FCI Terminal Island	CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
INDIANA		
CHIEF PT (05)	Terra Haute, IN FCC	CDR Jean Bradley (817) 782-4572 JEBRADLEY@BOP.GOV
KENTUCKY		
CHIEF PT (06)	Lexington, KY FMC Lexington	CAPT David Nestor (859) 225-6812 #5362 dnestor@bop.gov
MONTANA		
STAFF PT	CROW AGENCY, MT PHS Indian Hospital	CURTIS BRIEN CURTIS.BRIEN@IHS.GOV
STAFF PT	LAMEDEER, MT PHS Indian Health Center	JENNIFER ALLIES JENNIFER.ALLIES@MAIL.IHS.GOV
NEVADA		
STAFF PT * Tribal Position	Owyhee, NV Owyhee Indian	GLORIA JIM (208) 759-3100 #227 JIM.GLORIA@DUCKVALLEY.ORG

	Hospital	
NEW MEXICO		
STAFF OT	SHIPROCK, NM Northern Navajo Medical Center	LCDR JOSEPH STRUNCE (505) 368-7118 JOSEPH.STRUNCE@IHS.GOV
STAFF PT	SHIPROCK, NM Northern Navajo Medical Center	LCDR LORRIE MURDOCH (505) 368-7106 LORRIE.MURDOCH@IHS.GOV
SPEECH LANGUAGE PATHOLOGIST	SHIPROCK, NM Northern Navajo Medical Center	LCDR JOSEPH STRUNCE (505) 368-7118 JOSEPH.STRUNCE@IHS.GOV
CHIEF PT	CROWNPOINT, NM	LORI LEE 505-786-6290 lori.lee@ihs.gov
STAFF PT	JEMEZ, NM Jemez Pueblo Health Center	FRANCIS CHINANA 505-834-7359 fchinana@jemezpuablo.org
NORTH CAROLINA		
2 – STAFF PT (02-04)	Butner, NC FMC Butner	CDR Eric Payne (919) 575-3900 #5390 but4528@bop.gov
OKLAHOMA		
STAFF PT	TAHLEQUAH, OK W.W. Hastings Indian Hospital	LCDR CINDY CARTER (918) 458-3260 CINDY.CARTER@MAIL.IHS.GOV
CHIEF PT (O5)	IDABEL, OK WW Hastings Indian Hospital	JILL ANDERSON 580-286-2600 EXT 1155 janderson@cnhsa.com
STAFF PT	CLINTON, OK	TERRY SCHMIDT 580-323-2884 terrerschmidt@ihs.gov
WISCONSIN		
STAFF PT	CRANDON, WI Forest County Potawatomi Health and Wellness Center	CHRIS SKAGGS (715) 478-4340 CHRISS@FCPOTAWATOMI.COM
STAFF PT	ONEDIA, WI Onedia Community Health Center	KATRINA ELIZONDO (920) 869-4814
WASHINGTON, DC		
Transformation Implementation Officer - Career	ROCKVILLE, MD Junior Officers Only	LCDR David Magnotta, Staffing Officer david.magnotta@hhs.gov

& Assignment Manager (CAM)		
HHS – DCP	Washington, DC Staff Coordinator	jason.jurkowski@hhs.gov Announcement: DCP-0127-001
PHS – OPEO (03-04)	Washington, DC Human Services Policy Analyst	Daniel Dodge daniel.dodgen@hhs.gov Announcement: DCCA-OPEO-1257-0803
PHS Details and Special Assignments		PHS Detail Project Officer, DCCA, OCCO (240) 453-6006 <hr/> <i>* For possible assignments listed below, contact the PHS Detail Project Officer as well as the POC listed for the job announcement.</i>

Recruitment Subcommittee

Chair: LCDR Alicia Souvignier

Members:

Open Business: Monthly updates of therapists vacancies listed on the TPAC website.

Closed Business:

New Business: Nothing new to report.

Strategic Growth Subcommittee

Chair: CDR Scott Gaustad

Members: CAPT Gary Shelton

Open Business: On June 4, 2003 a memorandum was completed and forwarded by the Therapist Billet Exploration and Development (TBED) Subcommittee of the Strategic Growth Committee to CDR Nancy Balash, TPAC Chair. This memorandum analyzed the possible expansion of therapists into new non-traditional billets. Suggest that a call for volunteers to serve on a “Version 2, Therapist Billet Exploration and Development Task Force be considered. The purpose and goal of the task force will be to explore, document and report to the TPAC through the Strategic Planning and Development Committee Chair, a current and possibly expanded role of Therapist Category officers in traditional and non-traditional billets. An emphasis will be placed on non-traditional billet opportunities. It is expected that the Therapist Billet Exploration and Development Task Force will need 4-6 months to complete this task.

Closed Business:

New Business: Nothing new to report.

Retention Subcommittee

Chair: LCDR James Cowher

Members: CDR Mark Melanson

LT Doug Fiorentino

Open Business: A draft of the retention survey for the Therapist Category is under review for suggested changes. The survey is directed to address retention issues, which cover a broad area of subjects that will be analyzed for possible recommendations for

improvements. The officers will complete and submit the survey without any identifying information so as to remain anonymous in order to receive accurate feedback regarding retention issues.

Closed Business:

New Business: Nothing new to report.

COSTEP Subcommittee

Chair: LCDR William Pearce

Members:

Open Business:

Closed Business:

New Business: Nothing new to report.

Long Term Training Subcommittee

Chair: LT Ayanna Hill

Members: LCDR Teshara Bouie

Open Business:

Closed Business:

New Business: Nothing new to report.

IHS Scholarship Subcommittee

Chair: LT Toni Donahoo

Members:

Open Business: Continuing dialogue with 2006 PT graduates regarding job placement.

Five remaining graduates need licensure and/or job placement.

- Four scholarship recipients have failed their licensure exam; one recipient failed the test two times and another recipient failed the test three times.

Closed Business:

New Business: Nothing new to report.

Appointment Standards Subcommittee

Chair: LCDR Robert Roe

Members: CDR Rita Shapiro

CDR Mercedes Benitez-McCrary

CAPT Frank Weaver

LCDR Teshara Bouie

Open Business: No new status on the therapist's appointment standards recommendations, they are at the office of the ASH. Once approved by the ASH and published, this subcommittee will review the appointment standards on an annual basis.

Closed Business:

New Business: CDR Jessie Whitehurst-Lief is moving on to new challenges and is being replaced by LCDR Robert Roe as the Appointment Standards Subcommittee Chair.

ATTACHMENT E: READINESS COMMITTEE REPORT

I. TPAC Readiness Committee

Rita B. Shapiro, MA, PT
CDR, USPHS
Chair, TPAC Readiness Committee/OFRD Subco
1900 Half Street, SW
Mail Stop: J9-0237
Washington, DC 20593
Office: 202-475-5182
Mobile: 240-401-8776
Email: rita.b.shapiro@uscg.mil



August 24, 2007

From: CDR Rita B. Shapiro, Readiness Committee Chair
To: CDR Kathleen O'Neill-Manrique, TPAC Chair
LCDR Alicia Souvignier, TPAC, Executive Secretary

Subj: Readiness Committee Report for August 2007

Members of the Readiness Committee: CDR Scott Gaustad (IHS), LCDR Joseph Golding (IHS), LCDR Monique Howard (CMS) and LT Doug Fiorentino (FDA)

OFRD Subcommittee: Chair, CDR Rita Shapiro

Healthy Lifestyles Subcommittee: Chair, LCDR Joseph Golding

Readiness: Since July 2007, five therapists have attended and successfully completed the Response Team Field Training at Camp Bullis, San Antonio, TX, LCDR Joe Golding, LT Karen Killman, LCDR Brian Elza, LT Dawn Dineyazhe, and LCDR Joe Strunce; all from IHS.

The readiness committee published an article written and submitted by CDR Scott Gaustad on the exercise in hot weather in the CC Bulletin for the "Fit for duty Fit for Life" section that is managed by the Dietician category. We would like to publish one article at least every other month.

Please send ideas for topics of interest to CDR Shapiro at rita.b.shapiro@uscg.mil and copy to LCDR Golding (Joseph.Golding@ihs.gov) and LT Fiorentino (douglas.fiorentino@fda.hhs.gov).

Respectfully Submitted

Rita B. Shapiro, MA, PT
CDR, USPHS

ATTACHMENT F: TERM LIMIT TASK FORCE REPORT

Date: Aug 3, 2007

To: CDR Kathleen O'Neill-Manrique, Chair, TPAC

From: TPAC Committee/Subcommittee Chair term length Task Force

Members: LCDR Jeff Richardson, Chair, LCDR Alicia Souvignier, CDR Fred Lief

SUBJ: History of term lengths of TPAC Committee/Subcommittee Chairs

ISSUE:

Recently, a concern has been raised regarding the length of terms of service for Committee Chairs and Subcommittee Chairs in the TPAC. This task force was created to collect data and concerns regarding the recent history of term lengths and report the findings back to the TPAC.

BACKGROUND:

The TPAC Charter outlines term limits for the following offices:

<u>Office</u>	<u>Term</u>	<u>Renewable</u>
TPAC Chair	two-years	No

TPAC Policies and Procedures document outlines:

<u>Office</u>	<u>Term</u>	<u>Renewable</u>
TPAC Secretary	two years	No, but may add one year
Discipline liaison	two years	Yes
Historian	two years	Yes
Field Representatives	three years	Yes, but non-consecutive
Field Representative Coordinator	three years	Yes, but non-consecutive
Committee Chairs	three years	No

There are no term limits currently in the Charter or Policy and Procedure documents for the 20+ TPAC subcommittee chairs.

DISCUSSION:

The TPAC Chair Term Limits Task Force generated an email that was disseminated to the entire category asking all officers to participate in the data collection of years of service for terms of office for the various TPAC Committees/Subcommittees. A follow-up email was sent out to the current subcommittee chairs that did not respond by the deadline.

In the end, all but two of the current subcommittee chairs and many of the past chairs responded to the email. In addition to collecting data for time served as chairs, opinions were solicited regarding the possible inclusion or exclusion of term limits in the TPAC Policy and Procedure document. Many officers shared their concerns for and against term limits. The following data and concerns have been collected by the task force:

1) **TPAC COMMITTEES**

7 officers replied, including the four current committee chairs, and all served for an average of 1.6 years. None of the officers have served longer than a 3 year term, as mandated by the Policy and Procedures document, with the longest being 3 years.

2) **TPAC SUBCOMMITTEES**

21 officers replied to the emails, reporting an average of 2.4 years of service in the subcommittee chair positions. Three of the chair positions were held for more than 3 years, for 8 plus, 7, and 5 years. And two of those chair positions are currently serving.

There is one nuance to the current subcommittee chair positions. The IHS scholarship committee chair is appointed by the IHS Chief Clinician and is out of TPAC's control, therefore no information was gathered for that position.

3) **OTHER DATA**

We did not ask for data regarding other appointed positions in the TPAC, which includes positions such as; the JOAG liaison, inactive reserve rep, historian, and the field rep coordinator (aka Category Roster subcommittee chair as of 2005). But several officers in those type of positions reported serving 1- 4 years each.

Also, Task Force Chairs reported various amounts of time that they served, but this data will not be included as the task forces only exist for a finite time and then the task force disbands when work is complete. Most, if not all, task forces did not last more than 2 years, though.

4) **CONCERNS**

Attached are all the comments we received regarding term limits. They have been grouped them into Pro (7 total comments)/Con (5)/Mix (4) groups and summarized below.

In our understanding the summary of the pro comments include: "Having term limits would..."

- 1) help foster geographic and agency diversity,

- 2) be fair,
- 3) help avoid a few committees from being chaired for so long by one person,
- 4) keep the Chair from having a difficult decision to remove a poorly serving chair,
- 5) encourage officers to participate in more committees foster a more well-rounded corps,
- 6) provide fresh opportunities and ideas,
- 7) help to foster career progression and help avoid proprietary chairs.

Summary of the con arguments are: “Not having term limits would...”

- 1) prevent a loss of institutional memory in the committee,
- 2) allow for flexibility in leadership positions and in the current design of the TPAC,
- 3) help keep the most experienced officers in leadership,
- 4) lead to greater continuity in leadership providing for more stable committees,
- 5) continue with the current system because it is working fine,
- 6) provide adequate opportunities for officers to serve and progress.

Summary of the mixed responses (these were difficult to tease out as there was a mix of the above statements included):

- 1) some subcommittees may benefit from term limits and some may not,
- 2) webmaster and historian should not have term limits,
- 3) Mentorship is needed for chair transitions, especially in the mentoring and also possibly in the finance subcommittees.

Again, we are not reporting on appointed positions, such as JOAG liaison and inactive reserve rep.

There are also two long standing task forces that also are not included in this report; the Member Elections and the Charter and P&P review task forces.

RECOMMENDATIONS:

1) The TPAC should decide between one of the following two options:

A) Maintain status quo with three year term limits for the Committee Chairs, and no term limits for the Subcommittee Chairs.

B) Maintain status quo with three year term limits for the Committee Chairs, and limit Subcommittee Chairs to 3 year terms.

2) Also, upon review of the organizational structure, we recommend:

A) The webmaster subcommittee chair change to become an appointed position.

B) The Policy and Procedure task force also be changed to an appointed position (Charter and policy & procedures representative) as only one person serves in this capacity at a time.

C) Continue with no term limits for most appointed positions (i.e. JOAG representative, and now possibly the Webmaster and Charter and Policy and procedure representative).

Thank you for this opportunity to report!

LCDR Jeff Richardson
LCDR Alicia Souvignier
CDR Fred Lief