

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING MINUTES
22 February 2008



<u>Therapist Professional Advisory Committee</u>		
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LT Chris Barrett	Multi-Agency	christopher.barrett@hhs.gov	(240) 453-8279

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
22 FEB 2008
1200 EDT

I.	CALL TO ORDER	CDR O'Neill-Manrique	1200
II.	REVIEW AND ADOPTION OF AGENDA	CDR O'Neill-Manrique	1205
III.	REVIEW OF PREVIOUS TPAC MINUTES	CDR O'Neill-Manrique	1210
IV	CHIEF PROFESSIONAL OFFICER	CAPT Siegel	1215-1230
V.	NEW BUSINESS		
Information	1. Strategic Growth Challenge	CDR Gaustad	1230-1240
Information	2. Recruitment Initiative/ARP Update	LCDR Souvignier	1240-1250
VI.	OLD BUSINESS		
Information	1. TPAC Policy Procedure Manual Term Limits Update	LCDR Richardson	1250-1300
Information	2. MPH/Therapy Professions taskforce	CDR Gaustad	1300-1310
Information	3. 2008 COA Planning Update	LCDR Wooldridge	1310-1320
VII.	REPORTS		
A.	TPAC CHAIR	CDR O'Neill-Manrique	1320-1330
B.	* ADMINISTRATION COMMITTEE CHAIR	LCDR Souvignier	1330-1335
C.	* INFORMATION MANAGEMENT CHAIR	CAPT Figueroa	1335-1340
D.	* READINESS COMMITTEE CHAIR	CDR Shapiro	1340-1345
E.	* STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE	LCDR Boles	1345-1350
F.	* PROFESSIONAL DEVELOPMENT CHAIR	CDR Whitehurst-Lief	1350-1355
VIII.	OPEN FORUM FOR DISCUSSION	TPAC CATEGORY	1355
IX.	ADJOURN		

Therapist Professional Advisory Committee Meeting Minutes

Date: 22 February 2008

Time: 12:00- 1350 hours EST

Location: Teleconference

I. CALL TO ORDER: 12:00 PM EST

Roll Call: 1200 EST

<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	Absent	IHS
CDR Martha Duganne		IHS
CAPT Liza Figueroa		IHS
CDR Scott Gaustad		IHS
CDR Laura Grogan		OS
CDR Fred Lief		BOP
CDR Jon Schultz	Lief	BOP
CDR Rita Shapiro		USCG
CDR Jessie Whitehurst-Lief		BOP
LCDR Terry Boles		IHS
LCDR David Byrne	Whitehurst-Lief	CDC
LCDR Joe Golding		IHS
LCDR Monique Howard		CMS
LCDR Henry McMillan		OS
LCDR Jeff Richardson		IHS

Ex-Officio Member:

CAPT Karen Siegel	CPO	AHRQ
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<u>GUESTS</u>	<u>AGENCY/OPDIV</u>
CAPT Gary Shelton	IHS
CAPT Frank Weaver	IHS
CDR Jean Bradley	BOP
CDR Jeff Fultz	IHS
CDR Michaele Smith	NIH
CDR Ron West	IHS
LCDR Damien Avery	BOP
LCDR James Cowher	IHS
LCDR Jessica Feda	BOP
LCDR Ernestine Higdon	IHS
LCDR Karen Kilman	IHS
LCDR Scott Mitchell	IHS
LCDR Lorrie Murdoch	IHS
LCDR Tarri Randall	IHS

LCDR Thomas Schroeder	IHS
LT Jennifer Bebo	IHS
LT Richard Brantley	IHS
LT Erik Cala	IHS
LT Heidi Fisher	IHS
LT Dean Trombley	OSG
LT Delana Westman	IHS
LT Felipe Guzman-Zamarron	BOP

II. REVIEW AND ADOPTION OF AGENDA:

CDR Gaustad moves to approve the agenda and CDR Grogan seconds the motion. Approved.

III. REVIEW OF PREVIOUS TPAC MINUTES:

December 2007 meeting minutes were provided and approved via e-mail to all TPAC members. Minutes are posted on TPAC website.

IV. CPO Report- CAPT Siegel

- Promotion Year 2008:

- o Promotion Boards are currently meeting. Updated list of Category related credentials and degrees was created by taskforce (CAPT Parks, CAPT Weaver, CDR Gaustad, CDR Benitez-McCrary), and approved by PAC. The current promotion boards have a copy of these.
- o The minutes of the SG combined meeting has noted that promotion boards will have the option using the designation of “Defer” as an alternative to Not Recommend for temporary promotions only. Please be aware that you might see Defer noted on your promotion board score sheet and look for more information about this procedural change from OCCO in the future. Changes were made to improve consistency across categories and “Defer” will not have the same disciplinary consequences to officers as a Not Recommend.

- Respiratory Therapy Issues:

- o There were discrepancies between the Respiratory Therapist Appointment Standards that were recommended by the Taskforce and the final version that was signed by the ASH. This has been corrected, and the Appointment standards submitted for review are now consistent with the original Task Force recommendations. Discrepancy had to do with difference between state license and the national RT certification.
- o CAPT Siegel has been invited to attend the American Association for Respiratory Care and speak regarding the Commissioned Corps and deployment roles for RTs.
- o The first RT has been approved by the appointment boards, assignment selection pending.
- o The Category Coin is undergoing a redesign to include RT.

- Readiness:

Congratulations to our 97% ready category!

- **Transformation:**

- Priority: RECRUITMENT- increasing number of officers and increasing number of billets.
- Please read Memorandum from the Acting Surgeon General and the Special Assistant to the ASH for Transformation that is available on the CCMIS website.
http://dcp.psc.gov/PDF_docs/Transformationdirection.pdf
- The TPAC will form two workgroups: one to address grassroots recruitment efforts and the other to explore options for expanding billets within our category.

V. New Business

1. Strategic Growth Taskforce, CDR Gaustad

In response to the transformation request for categories to look for ways to increase the number of billets, a Taskforce was created under the Strategic Growth subcommittee. This taskforce will explore the options for creating new billets within the Therapist Category. The Lead on this taskforce will be LT Dean Trombley (dean.trombley@hhs.gov).

2. Recruitment/AR Update, LCDR Souvignier

The TPAC Recruitment subcommittee and the Associate Recruiters have been discussing ways in which the category can better utilize the ARs and the Recruitment subcommittee. LT Phil Chorosevic will lead a taskforce to outline a program to align ARs/Category members as sponsors for Therapy applicants. Taskforce members will be called for from the AR program and Recruitment subcommittee. Other interested officers can contact LT Chorosevic at pchorosevic@bop.gov.

The ARP Program has new leadership under LCDR Thomas Pryor. Currently no applications are accepted for the ARP while restructuring of the program occurs. DCCR is attempting to develop better ways to track the effectiveness of recruitment events. LCDR Pryor is also working on developing creative ways for field ARs to recruit without needing to travel to conferences, etc. It is expected that applications will be reinstated in the next couple months.

VI. Old Business

1. Policy and Procedure Manual, LCDR Richarson

Changes to P and P Manual regarding 3 year term limits for subcommittee chairs were sent to all PAC members. See Attachment F.

CDR Shapiro moves to approve and CDR Grogan seconds. All in favor.

Readiness requirement for TPAC members added to P and P Manual. See Att. G.
CDR Gaustad moves to approve, CDR Shapiro seconds. All in favor.

2. Public Health Task force, CDR Gaustad

Tabled due to priority of Strategic Growth Taskforce.

3. 2008 COA Planning, LCDR Schroeder

Social Event:

LCDR Woolridge would like to hold the Category Day social event at her house, which is about 12 miles from Convention Center. Officers who are planning on attending the conference with a car, please contact LCDR Woolridge.

Agenda: There is still one session to be finalized. Tentative Agenda:

CDR Jeffrey Fultz- Wellness Centers: An Ounce of Prevention

CDR Scott Gaustad- Diabetes Mellitus: An Old Disease with New Challenges

CDR Ron West- Diagnostic Imaging for the Clinical Therapist

LCDR Jodi Tanzillo and LT Erik Cala- Meeting the OT and SLP Needs of Patients
in the New Millennium.

CAPT Liza Figueroa- Pain Education 101: How Do I Break It Down for the
Patient?

CDR Tarri Randall and LCDR Joseph Strunce- Recent Research for Management
of Low Back Pain

Retirement Ceremony: expecting 2-3 officers to retire

Accommodations are filling fast- refer to www.coausphsconference.org for conference registration, junior officer/civil service scholarship guidelines and applications. Early bird deadline is April 21,2008.

VI. Reports

A. Chair Report: CDR Gaustad for CDR O'Neill-Manrique

Death of physical therapist Dr. Dottie Pinkey on Feb 12 in Nome AK. Please see letter on LISTSERV.

New TPAC Website design is underway. Please email CDR O'Neill-Manrique photos of therapists in action, with uniform correctness. JPEG files preferred.

(Committee reports provided as attachments A-E)

B. Administration Committee:

LCDR Souvignier reports that 2008 TPAC Elections are underway. 14 applications were received from the category. Deadline for TPAC voting by current members is 4 March.

CDR Fred Lief is taking over from CDR Ron West as Finance Subcommittee Chair. Thank you to CDR West for his dedication to increasing the HJF funds.

C. Information Management Committee:

CAPT Figueroa reports there have been several updates to category web.
JOAG awards are to be submitted by 29 Feb. See JOAG website for details.
JOAG meetings are now available in audio format on the JOAG website.
CDR Alicia Hoard will take over as Historian from CDR Jessie Whitehurst Lief.
LCDR Christa Themann, an Inactive Reserve Corps Audiologist at the University of Cincinnati, has taken over from LCDR Souvignier as the Inactive Reserve Corps Liaison

D. Readiness Committee: See attached report

E. Strategic Planning and Development Committee:

LCDR Boles reports that the retention survey sent out in January had a 20% response rate.
LCDR Cowher is currently tabulating the results.
See attached report.

F. Professional Development Committee:

CDR Whitehurst Lief-

Mentor program: Many officers have signed up as mentors, so that currently all mentees have been matched.

Promotion Preparation subcommittee has edited documents from website. The subcommittee will send out surveys to some officers to evaluate the usefulness of subcommittee information provided on website.

Retirement Subcommittee expects 2-3 officer retirements this year.

LCDR Fedra states that the Advanced Practices Website is complete. The link is on TPAC website under Sensitive information. She encourages officers to submit presentations (Adobe or Powerpoint) and CATS. Other items included on the site are a list of therapists with specialties and list of evidenced based continuing education courses. Any questions regarding the site can be sent to LCDR Fedra at jfedra@bop.gov.

VII. OPEN FORUM

LCDR McMillan reports on his new position as a Career Assignments Manager (CAM) on the Red Team which is Nursing/Therapist category. (LCDR Magnotta, LT Hardin, LCDR McMillan). The eCAD system is still undergoing testing.

Therapist Category- 139 members (February 20th, 2008)

Last Board- February 11th, 2008- 4 Therapists- including first Respiratory Therapist

Calls to Active Duty (FY 2008)- 3

Junior Costep Applicants- 6

Senior Costep Applicants- 7

Discipline	# of Applicants	# Boarded	# Medically Cleared	# Fully Qualified
PT	18	13	2	2
OT	4	2	1	1
SLP	1	1	0	0
Audiology	1	1	0	0
Respiratory	1	1	0	0
TOTAL	26	18	3	3
		69%	12%	12%

*NOTE- Unable to maintain Discipline Specific Security Cleared Applicants. Total for this category is 10.

CDR Shapiro reminds the category the 2008 AMSUS annual meeting is November 9-14 in San Antonio, TX and is sponsored by the USPHS this year.

CDR Gaustad would like PT officers to consider participating in the APTA's Federal Section.

CONCLUSION: Meeting adjourned at 1350 Eastern Time

Next TPAC meeting: April 25 - 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 Limits Taskforce Final Report

ATTACHMENT G: Readiness Tracking Taskforce Report

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

ATTACHMENT A

ADMINISTRATION COMMITTEE REPORT

MEMORANDUM

TO: CDR KATHLEEN O'NEILL MANRIQUE, TPAC CHAIR

FROM: LCDR ALICIA SOUVIGNIER, ADMINISTRATION COMMITTEE CHAIR

DATE: 2/22/08

RE: ADMINISTRATION COMMITTEE REPORT, February 2008

Finance Subcommittee Report, CDR Fred Lief, Chair

Nothing to report.

COA Meeting Planning, LCDR Andrea Woolridge

LCDR Andrea Woolridge is Therapist Category Day chair and LCDR Tom Schroeder is Deputy Chair. Contact the chairs if you are interested in helping on the committee. Please see their update in meeting minutes.

Member Elections Task Force

There were 14 self nominations received by 15 February, 2008. TPAC Members received ballots on 19 FEB and they are due back to LCDR Souvignier on 4 MAR

ATTACHMENT B

DATE: February 22, 2008

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

The following are the submitted subcommittee reports for the February 22, 2008, TPAC meeting:

Awards Subcommittee:

Chair: CDR James Standish

Members: CAPT Lois Goode, CDR Scott Gaustad

All TPAC award nominations for 2008 have been submitted. The selection process is underway.

Education Subcommittee:

Professional Development Committee Chair: CDR Jessie Lief

Education Subcommittee Chair: LCDR Jessica Feda

Education Subcommittee Secondary Chair: LT Felipe Zamarron

Members: LCDR Jeff Richardson, LTJG Carlos Estevez, LT Brian Elza, LT Dean Trombley, LCDR Jeff Lawrence, LCDR Henry McMillan, LCDR Scott Mitchell

The Education Subcommittee's last meeting was on February 20th, 2008. The Education Subcommittee would like to welcome LCDR Scott Mitchell to the subcommittee!

The Advanced Practices Webpage is operational. It is located on the TPAC website under the "Time Sensitive Information" section. We are updating the site on a quarterly basis. **We need updates from each officer to ensure a quality and robust site.** Please send your updates/presentations/critically appraised topics to LCDR Feda at jfeda@bop.gov or LT Carlos Estevez at CarlosEstevezPT@yahoo.com.

The Education Subcommittee has worked diligently under both LCDR Randall and LCDR Feda to develop an informational posting for submission to CAPT Siegel for placement under the Education Subcommittee site on the TPAC webpage. This site will allow PHS therapists, audiologists, speech language pathologists, and eventually respiratory therapists to access evidence-based courses, research, and literature. It will broadcast officer's contributions to research and education. The site will also act as a

venue for sharing presentations, information, and clinical mentorship. It is searchable by topic and discipline. The site is in the early stages and has undergone significant development and contributions through the work of the Education Subcommittee members, however it is now time for all therapy category officers to review the site and offer their pertinent information to aid in the site's development and growth_

The following sections are encompassed within the site:

- _ Specialty Certification Information
- _ Clinical Research Contributions
- _ Evidence Based Continuing Medical Education
- _ Critically Appraised Topics
- _ Evidence-based Medicine Links
- _ Clinical Consultation Forums
- _ Therapy Presentation Postings

PLEASE TAKE THE TIME TO REVIEW AND GET TO KNOW THE SITE. IDEAS ARE ALWAYS WELCOME AND CAN BE SENT TO LCDR JESSICA FEDA AT jfeda@bop.gov.

In addition, the 2008 course listings are complete for 2008 for evidence-based courses offered by our respective professional organizations and sister-services:

3/31/08-4/11/08 Air Force Advanced Physical Therapy Course (OZO) – Status: Interested PHS officers names already submitted to course POC MAJ Raney.
PHS Officers attending: LCDR Scott Mitchell and LCDR Ramon Ector

4/10/08-4/13/08 AOTA Annual Conference and Expo, Long Beach CA

5/11/08 – 5/16/08 Joint Operational Deployment Course – PHS Officers attending: LT Dawn Dineyahze and tentatively LCDR Brian Elza. May have one additional slot available.

9/8/08-9/19/08 Management of Combat Stress Casualty Course – PHS Officers attending: Tentatively CDR Laura Grogan and CDR Susanne Pickering.

8/18/08-8/22/08 Burn and Trauma Course, San Antonio Texas – Tentatively LTJG Heidi Fisher, LCDR Henry McMillan, and CDR Scott Gaustad

10/27/08-11/7/08 COL Kersey Advanced Clinical and Operational Course, San Antonio Texas – PHS Officers attending: Tentatively LT Kit Burnham and LT Tracy Gualandi.

Mentoring Subcommittee:

Chair: CDR Michaele Smith

Members: CAPT Rebecca Parks, LCDR Schultz

Thanks to the category for getting the word out that Mentors are needed! There are now two mentors in the data base waiting for a mentee match. More mentors are encouraged to sign up for the mentoring program so that junior officers can be matched up as they are boarded.

Promotion Preparation Subcommittee:

Chair: CDR Michelle Jordan

Members: CAPT Nancy Balash, CDR Ron West, CDR Kathleen O'Neill-Manrique, CDR Jessie Whitehurst Lief, CDR Monique Howard, CDR Tarri Randall
The Promotion Preparation Subcommittee met on Friday, February 15, 2008, to review current promotion documents (CV, CV summary sheet, etc..) on the TPAC website. A few minor edits were made to the existing documents. There was discussion of developing two surveys. One survey will be for 0-6 officers to give feedback on what they deem valuable information to be included in an officer's OPF. The survey will also ask those who have been on a promotion board what information made for ease of OPF review and what was deemed unhelpful information. The other survey will be for officers who were recently eligible for promotion. It will ask for feedback on the effectiveness of the tools available on the TPAC website.

The subcommittee will have TPAC review the surveys prior to sending them out to the field.

Retirement Recognition Subcommittee:

Chair: CDR Cindy Carter

Members: CAPT Susanne Pickering, CAPT Lois Goode, CDR Ron West, CDR Jean Bradley, CDR Rita Shapiro, CDR Jessie W. Lief and LCDR Damien Avery

The Retirement Subcommittee has met and plans to honor two retirees during Category Day at the COA/COF meeting in Tucson, June 10, 2008. The retirees biographical sketches will be on display during the meeting and will be placed on the TPAC website for viewing. The retirees will be honored during the Category Day luncheon and gifted with a PHS flag and clock with personalized inscription.

ATTACHMENT C

February 20, 2008

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

From: CAPT Liza Figueroa, TPAC Information Management Chair

Re: TPAC INFORMATION MANAGEMENT REPORT FEBRUARY 2008

I. WEB PAGE SUBCOMMITTEE, CAPT Karen Siegel, Chair

Web page updates include:

- Posted call for award nominations
- Posted TPAC call for nominations
- Posted Dec vacancies
- Posted Dec Field Report
- Update advance practice sites
- Posted CAM contact info
- Placed Long Term training under Education
- Added military audiology link
- Posted Dec minutes
- Updated ranks
- Posted call for mentors
- Posted JOAG Winter newsletter
- Updated education listing

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

II. JOAG Liaison, LCDR Jessica Fedra, Chair

The last JOAG meeting was held Friday, February 8th. An overview of the Career and Assignment Managers (CAMs) role was presented. The presentation is brief, but very informative and is available for review on the JOAG website on the home page.

The JOAG voting members will be attending a "Forward Thinking Retreat" in Rockville Maryland March 7-9th. This is in coordination with the Bureau of Prisons leadership and is a means to look at problem-solving and generating ideas for the future of the PHS. This is a train-the-trainer session and an additional Forward Thinking Retreat will be available at the COA Symposium. More to follow.

JOAG Award Nominations (Junior Officer of the Year, JOAG Excellence Award, and the Admiral Carmona Inspiration Award) are available on the JOAG website home page. Award submissions are due by the 29th of February. Awards will be presented at the COA Symposium in Tucson.

All JOAG meetings will now be available by download form on past meeting minutes via a recording. It is no longer necessary to be present on the call to keep yourself informed!

Committee Updates:

An Awards Committee workgroup is currently working on creating a single document and location for guidance on writing Commissioned Corps awards nominations. The draft document will be submitted to Ms. Jane Sprouse, the Commissioned Corps Awards Coordinator, for discussion and revision, and will hopefully eventually be posted on the CCMIS website as official OCCO guidance on writing Commissioned Corps Awards.

The guidance will include:

- Information for civil service supervisors on the importance of Commissioned Corps awards to PHS Commissioned Corps officers.
 - The mechanics of writing a Commissioned Corps award nomination.
 - Hints and tips for a successful written narrative.
 - Description and rank order of all Commissioned Corps awards.
- The Career Fairs List Workgroup has prepared a great paper to aid with recruiting at Career Fairs. **It has been disseminated on the Listserv and is posted on the JOAG website. Please take a look at it as it is simple to use and provides valuable information and links. Not only is it helpful for career fairs, but it can truly help any PHS officer educate other people on the benefits and operations of the PHS for informal recruiting efforts.**
 - JOAG is comprised of 10 committees and workgroups, which generate most of the work and forward development within the organization. The workgroup leads are:
 - Recruitment and Retention Committee: LCDR Jessica Feda
 - OF Planning Committee: LCDR Philantha Bowen
 - Communications and Publications: LCDR Lori Hall
 - Membership Committee: LCDR Richard Henry
 - Development Committee: LCDR Kristina Joyce
 - Welcoming Committee: LCDR Diem Ngo
 - Interservice Collaboration: LCDR Mark Osborne
 - Awards Committee: LCDR Diane Paroan
 - Professional Development: LCDR Michael Schmoyer
 - Policy and Procedure Committee: LT Christina Coriz

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.

Please review JOAG meeting minutes December 14th, 2007 for detailed information on PHS updates and transformation.

The next JOAG meeting will be held on Friday, April 11th from 1300-1500 EST.

If you have any specific questions, please feel free to contact me at:

LCDR Jessica Feda, PT, DPT, OCS
Rehabilitation Services, Clinical Specialist
FMC Rochester
2110 E Center Str
Rochester, MN 55903
507-287-0674 ext 5070
jfed@bop.gov

To join the JOAG listserve: <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>

III. HISTORIAN, CDR Jessie Whitehurst-Lief, Chair

My term as Therapy Category Historian will be ending in April. CDR Alicia Hoard has agreed to take over the position. I will be transitioning her into the position over the next several months and will continue on as a committee member after April. Our immediate task is to get the Therapy History Website up and running.

We have run into a few minor setbacks. The USPHS Historian, Dr. Lord, has taken a new position with the National Park Service. She was our lead contact person for this project. Because of this new development, CDR Hoard and I will have to work directly with the website contractors. We will be entering the History chronology information into the website ourselves (this was originally going to be done by Dr. Lord). Also, we will be working with the Pharmacy Category to make sure we have sufficient funding from the COF to complete the project.

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

Nothing to report

V. INACTIVE RESERVE CORPS, LCDR Alicia Souvignier, Chair

The new Therapy Category Inactive Reserve Corps Representative is LCDR Christa Themann. LCDR Themann is an IRC Audiologist currently completing her Doctoral degree in Epidemiology at the University of Cincinnati, Cincinnati, Ohio. LCDR Souvignier will be assisting with the transition of LCDR Themann to her new position.

VI. COMMISSIONED OFFICERS ASSOCIATION, CAPT Suzanne Pickering

- The USPHS Scientific and Training Symposium will be held June 9 – 12, 2008 in Tucson (AZ) Convention Center. A call for abstracts has been posted on the COF/COA website at <http://www.phscofevents.org/>. Abstracts are due by December 31, 2007.
- The COF/COA has submitted a request to the USPHS Commissioned Corps for a lifting of the cap on the conference attendance.
- COA and Foundation Executive Director Jerry Farrell met with DHHS Deputy Secretary, The Honorable Tevi Troy on Tuesday, 27 November. The meeting was an opportunity for Farrell to introduce the Association and Foundation to DEPSEC Troy who was sworn in on 15 November. Also participating in the meeting were Dr. Anand Parekh, Acting Deputy Assistant Secretary for Health, and Mr. Jim O'Neill, Associate Deputy Secretary. Topics addressed by Farrell included the distinction between COA and the Foundation. He began by noting that some 80 percent of active duty Corps officers are COA members. He emphasized the Association's mission of advocacy for the Commissioned Corps as uniformed leaders of the Nation's Public Health Service. COA's role in providing support for Commissioned Corps compensation and benefits as well as the responsibilities inherent in officership were discussed. Farrell noted the Association's strong support for Secretary Leavitt's plan to transform and expand the Commissioned Corps. In COA's view, essential aspects of a transformed Corps will include more centralized control exercised by a strengthened Office of the Surgeon General. COA is anxious and eager to assist in moving transformation forward and Farrell offered the Association's assistance as an auxiliary communications vehicle with officers in our 70 branches across the country and around the world. Turning to the PHS Commissioned Officers

Foundation, Farrell explained its mission in public health education, information and advocacy while again emphasizing the leadership role of the Commissioned Corps. He outlined the Foundation's several programs, particularly the annual Scientific and Training Symposium and its importance to the institution of the Commissioned Corps. Doctor Troy commented on his and the Secretary's firm commitment to the Corps' transformation. He expressed the leadership's confidence in RADM Steve Galston as Acting Surgeon General and RADM Sam Shekar as the Special Assistant for Transformation. He looks forward, he said, to further progress soon in moving the transformation forward.

[\(http://www.coausphs.org/\)](http://www.coausphs.org/)

- The Anchor and Caduceus Dinner is scheduled for Friday, February 1, 2008 at the J.P. Marriott Hotel in Washington, DC. The Dr. C. Everett Koop Honorary Lecture will be delivered by The Honorable Julie Louise Gerberding, Director, Centers for Disease Control and Prevention. She will be introduced by RADM Steven Galston, USPHS Acting Surgeon General.
- The 100th Anniversary of the Commissioned Officers Association of the US Public Health Service is in 2010.
- Therapist Officers are invited to contact me with any suggestions or concerns, which I can convey to the COA Board of Directors.
- My contact information is:
Susanne Pickering, MPH, MS, OTR/L, CHES
CAPT, US Public Health Service
61 Forsyth Street, SW, Suite 5B95
Atlanta, GA 30303
404-562-7904, Fax: 404-562-7899
Susanne.pickering@hhs.gov

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

Congratulations To:

- **BOP WEST**
FMC Carswell

Congratulations to LT Yvonne Robison, PT who was awarded the USPHS Commendation Medal for service as a therapist in the BOP.

- **IHS AZ**
Tuba City

Congratulations to LT Heidi Fisher, PT upon receiving the USPHS Achievement Medal for departmental professional development activities.

- **IHS AK**

Norton Sound Health Corporation, Nome, AK

At the end of January 2008, Ms. Dorothy (Dottie) Pinkney, PT was awarded the Legislative Commendation by the Alaska State Legislature for serving the people of Norton Sound as a therapist for over 15 years. Ms. Pinkney was also awarded an Honorary DPT from Marymount University.

- **Multi-Agency**

LCDR Monique Howard, DrPH, MBA, OTR/L graduated with a Doctorate of Public Health (DrPH) in December 2007 from Morgan State University (MSU) in Baltimore, Maryland.

CPT Karen Siegel, PT received a USPHS Meritorious Service Medal for sustained excellence, advanced expertise, and significant contributions in advancing the technology and science of clinical movement analysis in the field of rehabilitation.

CDR Laura Grogan, OT received an Achievement Medal and an Outstanding Team Performance award for Title X HIV Prevention in Family Planning (OPHS, Region VIII Denver, CO).

LCDR David Byrne, AUD received a USPHS Commendation Medal for his work in hearing protector research at the National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention (CDC).

News From the Field:

- **BOP EAST**

FCI Otisville, NY

LCDR Michelle Baker, SLP is being selected for *Advanced Leadership Training*. This highly selective 12-month training program focuses on developing leaders in the correctional environment.

- **BOP WEST**

MCFP Springfield

LT Michael McClain, PT announces a new baby girl; mom, dad, and baby are all doing fine.

- **IHS AK**

Norton Sound Health Corp, Nome, AK

LCDR Joe Kennedy, PT is making arrangements to begin PT student clinical rotations and convert the department to computerized documentation.

It is with sadness that we report that on Tuesday, February 12, 2008 Ms. Dottie Pinkney passed away after a battle with pancreatic cancer. Ms. Pinkney

was a compassionate, caring professional who was committed to providing the people of Norton Sound with the finest medical care, first as a nurse and then as a physical therapist for greater than 15 years.

- **IHS AZ**

Chinle

Lyle Bogart, PT just completed the second course (peripheral manipulation & mobilization) of 4, which eventually will lead to certification in manual therapy.

LCDR Andra Battocchio, PT started her tDPT and should finish at the end of the year.

PIMC

CDR Ron West attended the APTA mid-winter conference in Nashville.

Pinon

LCDR Lawrence recently received a Letter of Appreciation for achieving levels 3 & 4 on his APFT from OCCO for readiness qualification standards.

Tuba City

The Podiatry Program is scheduled to start July 1, 2008.

Winslow

On March 28, a new Wellness Center in Winslow will open that also houses therapy services. It will be located off campus about ½ mile away.

The Four-Corners region will sponsor a course this July titled “Management of Chronic Pain.” Contact Capt Goode or CDR LaPlante for more information.

CDR LaPlante climbed water ice V – with a broken rib and a fractured T-5!

- **IHS Multi-site**

Hastings Indian Medical Center, Tahlequah, OK

The Cherokee Nation is planning to enact the Indian Self-Determination and Education Assistance Act (ISDEA), P.L. 93-638 at Hastings Indian Medical Center with the transfer scheduled for Oct 2008.

The Cherokee Nation had their Grand opening of their new tribal clinic in Muskogee, OK this month.

- **Multi-Agency**

CAPT Karen Siegel, PT served as the Chair of the Orthopaedic Panel for the Department of Veterans Affairs Rehabilitation Research and Development Merit Review.

CAPT Karen Siegel, PT represented the Federal Physical Therapy Section as Research Chair and Membership Co-chair at the Combined Sections Meeting of the American Physical Therapy Association, Feb 6-9, Nashville, TN.

Welcome/ Farewell To:

- **BOP EAST**

FMC Butner

Welcome to three new staff: LT Stanley Bennett, OT was called to duty in January of 2008. LT Gwen Hall, PT and LT Darren Hearn, PT were also called to duty shortly after in February of 2008.

FMC Butner says goodbye to their contract P.T. Mrs. Terri Koop (Cop). She was a great addition to our team during much needed staff shortage period. We wish Terri nothing but the best as she makes her way home toward upstate New York.

- **IHS AZ**

Fort Defiance

Welcome to Ms. Cindy Kowell, PT, a new staff therapist who joins the department with over 30 years of experience in Geriatric/Pediatrics.

- **IHS Multi-site**

Hastings Indian Medical Center, Tahlequah, OK

LCDR Matthew Armentano, PT is being welcomed at the Hastings Indian Medical Center.

Idabel Clinic, Choctaw Nation, Idabel, OK

LT Jennifer Bebo, PT is being welcomed to Choctaw Nation's Idabel clinic.

Presentations:

- **IHS AZ**

Chinle

Mike Powers, PT and LCDR Andra Battocchio, PT presented "Safe Patient Handling and Transfers" to approximately 60 home-care workers from throughout Navajo area over a two day period in January - held on-site in the Rehab gym.

Pinon

DM Education presentations for patients continue; continuing to develop lecture series for lunch time CME education classes for the medical staff.

Tuba City

LCDR James Cowher, PT presented "Cardiac Rehabilitation Exercise Prescription" to the TCRHCC Medical Staff.

- **Multi-Agency**

CDR Laura Grogan, OT created a Commissioned Corps Supervisor's Training Power Point presentation for EPA supervisors and collaborated with EPA Officer's to conduct the presentation. Additional presentations will be conducted for civilian supervisors in other agencies.

Publications

- **Multi-Agency**

An article that LCDR David Byrne, AUD wrote was published: Byrne DC and Reeves ER (2008). "Analysis of nonstandard noise dosimeter microphone positions." *Journal of Occupational and Environmental Hygiene*. Mar; 5(3):197-209.

Deployments: None

Current Research:

- **IHS AZ**

Chinle

Mike Powers is starting the research process for an EMG/NCS related topic for the final requirement of the DSc program/degree and is in the process of obtaining Navajo Nation IRB approval.

Future Agenda Items for TPAC to Consider: None

VIII. DISCIPLINE LIASIONS

CAPT Frank Weaver – Aud.

-Nothing to report

CAPT Rebecca Parks – OT

-Nothing reported

Ms. Beth Soloman – SLP

-Nothing reported

CDR Michaele Smith – PT

Next QUAD Service meeting in March 08.

IM Report respectfully submitted by:

Liza Figueroa, PT, DPT

CAPT, USPHS

Information Management Committee Chair

ATTACHMENT D: STRATEGIC PLANNING and DEVELOPMENT COMMITTEE REPORT

MEMORANDUM

To: LCDR Alicia Souvignier, TPAC Secretary
 CDR Kathleen O'Neill-Manrique, TPAC Chair
 Date: 2/19/08
 From: LCDR Terry Boles, Strategic Planning and Development Chair

PHS Therapists Category Vacancies

February 2008

Position	Duty Location	POC
ALASKA		
STAFF PT	ANCHORAGE, AK Alaska Native Med Center	CAPT Doug Munoz 907-729-1261 dmunoz@anmc.org
STAFF PT	Nome, AK	LCDR Joe Kennedy 907-443-4513 jkennedy@nshcorp.org
STAFF PT	BETHEL, AK Yukon Kuskokwim Hospital	David Friday 800-478-8905 EXT 3 DAVID_FRIDAY@YKHC.ORG
STAFF PT	KOZEBUE, AK Manilaq Health Center	Pat Sammartino 907-442-3321
STAFF PT	Dillingham, AK Bristol Bay Area Health Corporation	Doug Holt 907-842-9480 dholt@bbahc.org PT Dept: 907-842-9272
ARIZONA		
CHIEF PT	CHINLE, AZ	Mike Powers 928-674-7223 michael.powers@ihs.gov
2 STAFF PT	CHINLE, AZ	Mike Powers 928-674-7223 michael.powers@ihs.gov
SLP	CHINLE, AZ	LCDR Andra Battocchio 928-674-7223 andra.battocchio@ihs.gov

AUDIOLOGIST	CHINLE, AZ	Mindy Smeal 928-674-7270 mindy.smeal@ihs.gov
STAFF PT	FORT DEFIANCE, AZ	LCDR Mike Faz 928-729-8805 Mike.faz@ihs.gov
CHIEF PT	HOPI, AZ	Laverne Dallas 928-283-6020 Laverne.dallas@ihs.gov
STAFF PT	PINON, AZ	LCDR Jeff Lawrence 928-725-9631 Jeffery.lawrence@ihs.gov
STAFF PT And PTA	TUBA CITY, AZ	LCDR James Cowher 928-283-2659 james.cowher@tchealth.org
STAFF PT	WINSLOW, AZ	CDR Michael LaPlante 928-289-6199 michael.laplante@wihcc.org
STAFF OT Part-Time	WHITERIVER, AZ	Mike Huylebroek 928-338-3610 Mike.Huylebroek@ihs.gov
CHIEF PT and OT (Tribal Position- no CC)	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
CALIFORNIA		
CHIEF PT (05)	FCI TERMINAL ISLAND Terminal Island, CA	CDR Jean Bradley (817) 782-4572 jebradley@bop.gov
INDIANA		
CHIEF PT (05)	FCC TERRA HAUTE	CDR Jean Bradley (817) 782-4572 jebradley@bop.gov
KENTUCKY		
CHIEF PT (06)	FMC LEXINGTON Lexington, KY	CDR Jessie Whitehurst-Lief 859-255-6812 Ext 5362 jwlief@bop.gov
MONTANA		
STAFF PT	CROW AGENCY, MT PHS Indian Hospital	Curtis Brien CURTIS.BRIEN@IHS.GOV
STAFF PT	LAMEDEER, MT PHS Indian Health	Jennifer Allies JENNIFER.ALLIES@MAIL.IHS.GOV

	Center	
NEW MEXICO		
CHIEF PT (O5)	SANTA FE, NM	Dr. Brett Smoker, Clinical Director 505-946-9272 Bret.Smoker@ihs.gov
STAFF PT	SHIPROCK, NM	LCDR Lorrie Murdoch 505-368-7106 lorrie.Murdoch@ihs.gov
STAFF OT	SHIPROCK, NM	LCDR Joe Strunce 505-368-7118 joseph.strunce@ihs.gov
STAFF PT	CROWNPOINT, NM	LT Lori Lee 505-786-6290 lori.lee@ihs.gov
STAFF PT	GALLUP, NM	LT Dawn Dineyahze 505-722-1503 dawn.dineyahze@ihs.gov
SLP	GALLUP, NM	CDR Barbara Werito 505-722-1510 barbara.werito@ihs.gov
OKLAHOMA		
STAFF PT	CLINTON, OK	Terri Schmidt 580-323-2884 Ext 3314 Terri.Schmidt@ihs.gov
STAFF PT	ADA, OK	Jamie Spence 580-272-7272 Jamie.Spence@chicasaw.org
SOUTH DAKOTA		
STAFF PT	Sisseton, SD Sisseton-Wahpeton Oyate Health Care Center	Dr. Sandeep Patel, Clinical Director 605-698-7606 sandeep.patel@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
MULTI DISCIPLINARY		
PHS Details and Special Assignments		PHS Detail Project Officer, DCCA, OCCO (240) 453-6006 <hr/> <i>* For possible assignments listed below, contact the</i>

		<i>PHS Detail Project Officer as well as the POC listed for the job announcement.</i>
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*For corrections or questions regarding this vacancy list, please contact:
LCDR Alicia Souvignier at alicia.souvignier@ihs.gov*

Related websites:

<http://www.usajobs.gov>

<http://www.usphs.gov>

<http://www.fda.gov>

<http://www.cdc.gov>

<http://www.cms.hhs.gov>

<http://www.bop.gov>

<http://www.hrsa.gov>

<http://www.ihs.gov>

PT- 0633

OT – 0631

SLP – 0665

Aud – 0665

RT - 0651

Recruitment Subcommittee

Chair: LCDR Alicia Souvignier

Members: LT Phil Chorosevic

LCDR Damien Avery

Open Business:

- 1) Monthly updates of therapists vacancies listed on the TPAC website.
- 2) Reminder to Associate Recruiters to complete 2 recruitment activities and submit to DCCR. The annual reporting period is from 1 April – 31 March.
- 3) If any officer requires recruitment materials, brochures or freebies, please contact LCDR Souvignier

Closed Business:

New Business:

- 1) The Recruitment Subcommittee is in the process of forming a workgroup to address utilization of Associate Recruiters and recruitment subcommittee members. Any officer interested in participating on this workgroup should contact LCDR Souvignier.

Strategic Growth Subcommittee

Chair: CDR Scott Gaustad

Members: CAPT Gary Shelton

Open Business:

Closed Business:

- 1) An informal reminder on a future Strategic Growth Task Force topic and charge of revising the Therapist Billet Exploration and Development document as well as the construction of a reference document/CD/DVD for agency and facility demographics was solicited to the Category.

New Business:

- 1) On February 10, 2008, a request for volunteers to serve on a Therapist Category Strategic Growth Challenge Task Force was sent to the Therapist Category via the Category's list serve. The purpose of this task force is in essence to brainstorm together as a task force and Therapist Category on potential job opportunities and billets outside the current traditional and non-traditional billets or jobs that commissioned corps officers currently hold. This is a PHS initiative that involves each Category at the grass-roots

level. The goal is to facilitate interest and ultimately the growth of Commissioned Corps of the U.S. Public Health Service to 6,600 officers on or before January 2009. A task force strategy to obtain this goal is by brainstorming and engaging national or state agencies, departments and/or programs for traditional or non-traditional billets or jobs for Therapist Category officers.

Retention Subcommittee

Chair: LCDR James Cowher

Members: CDR Mark Melanson
LT Doug Fiorentino

Open Business:

Closed Business:

New Business:

1) The retention survey has been completed and data is currently be analyzed. A total of 47 surveys were completed and returned. The survey responses are currently be assessed and quantified. The expected time frame for distribution to the TPAC leadership is by March 15th. The formal results should be available for presentation during the April TPAC meeting.

COSTEP Subcommittee

Chair: LCDR William Pearce

Members:

Open Business:

Closed Business:

New Business: Nothing new to report.

IHS Scholarship Subcommittee

Chair: LT Toni Donahoo

Members:

Open Business:

1) Currently have three PT students, two OT students and two PTA students on IHS scholarships. All are scheduled to graduate in 2008 except one PT student attending the University of North Dakota and anticipates graduation this month.

2) There is a respiratory therapist graduating the summer of 2008 and is interested in a position in the South Dakota area. She is a scholarship recipient with a two-year payback to Indian Health Service.

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:

Closed Business:

New Business: Nothing new to report.

ATTACHMENT E

TPAC Readiness Committee

Rita B. Shapiro, MA, PT
CDR, USPHS
Chair, TPAC Readiness Committee/OFRD Subcomm
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



February 22, 2008

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 February 2008.

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

The therapist category leads all other categories in the basic readiness in that we crossed the 96% readiness status on 31 December 2007 quarterly check. Congratulations!! Now the charge is to maintain and exceed the level by achieving 100%. We urge the officers in our category to please continue to be diligent and regularly ensure to monitor their information on the OFRD web site on a monthly basis to ensure that every requirement is in compliance.

Also please note that the IS-800 course by FEMA has been updated to IS-800B. In that one change specific for those who deploy need to know that National Response Plan (NRP) has been revised and is now called the National Response Framework (NRF). The NRF becomes effective March 22, 2008.

Please send ideas for topics of interest for publication in the CC Bulletin "Fit for duty Fit for Life" section 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

Date: Feb 22, 2008

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

From: TPAC Chairs Term Limit Task Force

Members: CAPT Liza Figueroa, CDR Fred Lief, CDR Ron West, CDR Jessie Whitehurst-Lief, CDR Scott Gaustad, CDR Rita Shapiro, LCDR Terry Boles, LCDR Jeff Richardson, LCDR Alicia Souvignier

SUBJ: Development of transition method for implementation of term limits on TPAC Committee/Subcommittee Chairs.

ISSUE:

Due to the recent approval of TPAC subcommittee chair term limits, our charge was to devise a thoughtful method to transition chairs to provide the least disruption to the subcommittee's and committee's business. We were also asked to develop a tracking sheet of current chair terms.

BACKGROUND:

It was suggested that we look into possible staggering of terms to avoid a significant disruption of TPAC business.

DISCUSSION:

There were many issues brought up related to term limits, and a conference call was held to try to come to consensus on all the issues. It was determined in the end that we would focus on the task for implementing term limits. A list of potential action items will be listed at the end of this report for information purposes. But basically this task force has generated the following suggestion for the TPAC policy and procedures document. The changes made include specifying the subcommittee chairs serve a 3 year term, with the option for reappointment. We also suggest adding technical information such as who the subcommittee chair reports to, and what their responsibilities are, etc, to be similar to what is already in the P&P for committee chairs. Attached you will find an excel file with the current committee and subcommittee chairs.

RECOMMENDATION:

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

POTENTIAL FUTURE ACTION ITEMS:

1. Investigate rescinding term limits for subcommittee chairs as it was generally agreed that they were not needed. This task force debated over consequences of this action and did not come to consensus on any conclusions.

2. Investigate defining the term limits to one of two definitions, the first being a limit on the number of terms an officer may serve verses setting a limit to the number of years for each term.

3. Investigate imposing a one year minimum requirement to serve a term in order to ensure consistency in the committee/subcommittee.

4. Investigate imposing a requirement that an officer may not hold more than one committee chair/subcommittee chair position at a time.

5. Investigate and develop a transparent process for nomination and selection of all TPAC chairs, but specifically for the TPAC Chair and Secretary.

6. Investigate and develop a uniform process for solicitation of new and future committee/subcommittee chairs.

Thank you for this opportunity to report!

CAPT Liza Figueroa, CDR Fred Lief, CDR Ron West, CDR Jessie Whitehurst-Lief, CDR Scott Gaustad, CDR Rita Shapiro, LCDR Terry Boles, LCDR Jeff Richardson, LCDR Alicia Souvignier

ATTACHMENT G

Date: Feb 22, 2008

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

From: TPAC Readiness Tracking Task Force

Members: CDR Jessie Whitehurst-Lief, CDR Rita Shapiro, LCDR Jeff Richardson

SUBJ: Development of modifications to our P & P that will enable consistent actions by the PAC leadership for TPAC member lack of readiness.

BACKGROUND:

The TPAC Charter states that all TPAC members must maintain basic readiness throughout their term. This task force will recommend verbiage for the TPAC Policy and Procedures document to outline how this will be tracked.

DISCUSSION:

We communicated via email to discuss a graded system which would allow for TPAC members to be warned up to two times and allowing for different types of readiness infractions before determining that an officer should be removed from the TPAC. In the end, however, we felt that it is not difficult to maintain readiness and an officer should be responsible enough to do so. Thus, they should be given only one warning if they fall out of readiness before they will be removed for a second infraction or a failure to resolve the initial infraction within the next quarter.

RECOMMENDATION:

The following paragraph will be added as #6 under the Duties and Responsibilities part of the TPAC Member section of the Policy and Procedures document (on page 10 currently):

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.

Thank you for this opportunity to report!

CDR Jessie Whitehurst-Lief
CDR Rita Shapiro
LCDR Jeff Richardson