

TPAC MINUTES DECEMBER 5, 1991

Place: 1st Floor Conference Room
Office of Health Affairs
Food and Drug Administration
Rockville, Maryland

Date: December 5, 1991

Time: 0900 to 1600 hours

Present: LCDR F. Oakley (OT/Chairperson/NIH)
CAPT G. Diullo (PT/CPO/BOP)
LTjg C. Melanson (OT/Secretary/CMHS)
CAPT B. Ferguson (PT/Recruitment)
CDR M. Schroeder (PT/Field Representative/FDA)
CDR E. Corrigan (Speech/OASH)
CDR W. Trawick (PT/CMHS)
CDR D. Nestor (PT/BOP)
LCDR E. Koziatek (PT/Field Representative/U.S. Coast Guard)
Sandra Adams (PT/Civil Service/NIH)

Guests: CDR C. McGarvey (PT/NIH)
CAPT Bill Fromherz (DCP)

I. CALL TO ORDER

Meeting opened by LCDR Fran Oakley at 0900 hours.

II. AGENDA OF DECEMBER 5, 1991 WAS ADOPTED.

(ATTACHMENT A)

III. TPAC MINUTES APPROVED AS PUBLISHED FROM LAST MEETING.

IV. ON-GOING BUSINESS

A. NOTE OF ABSENCE:

CAPT Swett and CDR Huylebroeck were unable to attend meeting due to lack of IHS funding.
CAPT Judy Bell-Krotoski was also unable to attend due to a last minute transportation problem.

- B. Recruitment Committee Report: B. Ferguson
Please see ATTACHMENT B.

V. OPEN FORUM

- A. LTjg Cindy Melanson (OT/CMHS) was elected the new TPAC Secretary. Cindy steps in for CAPT Gene Diullo who was appointed Chief Professional Officer, Therapist Category by the Surgeon General. Congratulations Cindy and Gene. We look forward to working with you.
- B. TPAC extends its gratitude to CAPT Diullo for his outstanding job as TPAC Secretary from 09/01/90 to 12/05/91.
- C. TPAC welcomed LCDR Ed Koziatek (field representative) to the meeting. Ed is a Physical Therapist detailed to the Coast Guard in New London, CT. A reminder that all therapists are welcome to attend TPAC meetings.
- D. TPAC thanks LT Karen Siegel (PT/NIH) for doing such a fine job recording the minutes for the Recruitment Subcommittee Workgroup on September 25, 1991. This information was included in the last TPAC minutes.
- E. CAPT Robert Mansell was presented a citation from the Office of the Surgeon General for representing the Therapist Category as Chief Professional Officer (CPO) with the highest degree of professional judgement and integrity from November 1990 until his retirement in November 1991.
Bob assumed the position of Director, Department of Practice for APTA. He can be reached at 111 N. Fairfax St., Alexandria, VA 22314. Phone (703) 706-3170. Good luck, Bob, in all your future endeavors.
- F. The following therapists received a unit commendation medal for their work on developing an alternative method to board certification for the 06 standardized clinical specialist billet:

CDR Andy Smith (PT/IHS)
LT Michaele Smith (PT/NIH)
CAPT Judy-Bell-Krotoski (OT/HRSA)
CDR Elaine Corrigan (SP/ACHPR)
LCDR Frances Oakley (OT/NIH)
CAPT Gene Diullo (PT/BOP)
CDR Bonnie Thornton (OT/NIH)

The final draft of this document was submitted to DCP by the CPO (Bob Mansell).

- G. CDR Marie Schroeder (PT/FDA) was elected the Dietician, Therapist and Veterinarian Officer representative for the Commissioned Officers Association (COA) National Board of Directors. She wants to hear from members in the field as to how she can best serve as a COA representative. If you should have any questions or thoughts, please feel free to contact her at:

FDA/HFZ - 410
Room 220
Office of Device Evaluation
1390 Piccard Drive
Rockville, MD 20850
Phone: (301) 427-1180; FAX: (301) 427-1977

At our next TPAC meeting, Marie will present the mission, duties, and goals of the COA. In addition, we will include a formal section in our future minutes entitled COA category Representative's Report.

VI. NEW BUSINESS

- A. Official Personnel Folder (OPF)
CAPT Bill Fromherz emphasized the importance of the CV and the OPF which go before the promotion boards. Bill submitted the following attachments:
1. ATTACHMENT C - Copy of sample CV and how CV should be written.
 2. ATTACHMENT D - "PHS Commissioned Officer Service Directory" - useful tool for all members to receive answers to various information quickly and accurately.
 3. ATTACHMENT E - "OPF Format"
- B. Draft of revised TPAC Charter (ATTACHMENT F)
The revised TPAC Charter drafted by CDR Dave Nestor, LCDR Sandy Graham, LCDR Terry Cavanaugh, and LCDR Ed Koziatek was submitted by CDR Nestor.

ACTION ITEM: All therapists are invited to forward comments on the revised draft to CDR Dave Nestor by March 6, 1992. Dave can be reached at phone (507) 287-0674 x135 or by FAX (507) 282-3741. Dave will report back to TPAC at the March 12th meeting.

- C. TPAC welcomed CDR Charlie McGarvey (PT/NIH) to the meeting. In collaboration with TPAC, Charlie has compiled data on the therapist category to assist TPAC in identifying its current strength and future staffing needs. See ATTACHMENT G.

1. Profile Future Trends: Therapist Category

An examination of the data on commissioned officers of the therapist category on a year by year basis based on 30 yr mandatory retirement and 20 yr eligible retirement reveals that:

In the years 1996 - 2001, fifteen officers will hit the 30 year mark and fifteen will hit the 20 year eligible retirement mark resulting in one of the following scenarios:

- a. conservative trend - If only 30 year officers retire, the therapist category will have a deficit of four to five therapists.
- b. semi-conservative trend - If one-half of 20+ eligible officers retire along with 30 year officers, the therapist category will have a deficit of 10 - 11 therapists.
- c. worst case scenario - If all 20+ eligible officers retire with 30 year officers, there will be a deficit of 20 - 21 therapists.

In summary, it is recommended that we key off the semi-conservative trends in both periods as probably the most realistic. After the year 2001, this top-heavy effect will begin to balance out to a more uniform distribution of officers.

2. Current strength of therapist category

Charlie submitted a current roster of therapists (ATTACHMENT H) and data that identifies the breakdown of therapists according to disciplines, gender, rank, location, and agencies. (ATTACHMENT I).

VII. REPORTS

- A. Chairperson: LCDR F. Oakley
(ATTACHMENT J)

And information from Commissioned Corps Orientation Program
(ATTACHMENT K)

- B. Chief Professional Officer: CAPT G. Diullo
(ATTACHMENT L)

- C. DCP Representative : CAPT W. Fromherz
See New Business OPF

- D. Indian Health Service: CAPT D. Swett
Report to be included in the next TPAC Minutes.
- E. Coast Guard: LCDR E. Koziatek
(ATTACHMENT M)
- F. Food and Drug Administration: CDR M. Schroeder
(ATTACHMENT N)
- G. Carville
 - 1. Occupational Therapy: CAPT J. Bell-Krotoski
(ATTACHMENT O)
 - 2. Physical Therapy: CAPT J. Birke
(ATTACHMENT P)
- H. National Institute of Health:
 - 1. Occupational Therapy: LT G. Grogan
(ATTACHMENT Q)
 - 2. Physical Therapy: CDR C.L. McGarvey
(ATTACHMENT R)
 - 3. Biomechanics Laboratory: LT K. Siegel
(ATTACHMENT S)
- I. Bureau of Prisons: CAPT G. Diullo
(ATTACHMENT T)
- J. Research Award Activity: CAPT J. Birke
No report.
- K. Community Mental Health Services: CDR W. Trawick
(ATTACHMENT U)
- L. Federal Employee Occupational Health: CAPT A. Plumstead
No report.
- M. Therapist Recruitment: CAPT B. Ferguson
(ATTACHMENT B)
- N. Health Care Financing Administration: LCDR S. Patterson
(ATTACHMENT V)
- O. Education: CAPT B. Brown
(ATTACHMENT W)

VIII. Next TPAC Meeting:

DATE: Thursday, March 12, 1992.
TIME: 0900 hours to 1600 hours.
PLACE: FDA - Office of Health Affairs
Rockville, MD.
Please call CDR Marie Schroeder for directions
(301) 427-1180

Please submit agenda items no later than March 11, 1992 to:

LCDR Fran Oakley, Chair TPAC
NIH Building 10 Room 6 S 235
9000 Rockville Pike
Bethesda, MD 20892

phone (301) 496-3100
FAX (301) 402-0663

Respectfully submitted,

/S/

LTjg Cindy Melanson
Secretary, TPAC

Concur:

/S/

LCDR Frances Oakley
Chairperson, TPAC

Reviewed:

Capt. G. Diullo

CAPT G. Diullo
Chief Professional Officer
Therapist Category