



Therapist Professional Advisory Committee

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If you have information you would like to pass on, or have a question for TPAC please do not hesitate to contact your Field Representative.

<u>FIELD REPRESENTATIVE</u>	<u>AGENCY</u>	<u>EMAIL</u>	<u>Phone#</u>
Ms. Tina Bauer	IHS Northwest	Tina.Bauer@mail.ihs.gov	(406)-477-4422
LCDR Bart Drinkard	NIH PTs	bdrinkar@nih.gov	(301) 402-3015
CDR Betty Garner	IHS Multi-site	ababgarner@cableone.net	(580) 421-4585
CDR Alicia Hoard	HRSA	alicia.hoard@usa.net	(225) 756-3758
CAPT Georgia Johnson	HCFA	gjohnson4@hcfa.gov	(410) 786-6859
LCDR Michelle Jordan	Multi-Agency	mjordan@hrsa.gov	(301) 443-7037
LCDR Sue Newman	BOP WEST	snewman@bop.gov	(817) 413-3435
CAPT Fran Oakley	NIH OTs	foakley@nih.gov	(301) 402-3019
LT Michelle Peterman	CMHS	Gatoram2@aol.com	202-645-7610
LT Joseph Rasor	IHS AZ	Rasor.family@prodigy.net	(602)-263-1561
LCDR Richard Shumway	USCG	rshumway@tracencapemay.uscg.mil	(609) 898-6864
Ms. Beth Solomon	NIH SLP	bsolomon@nih.gov	(301) 496-8831
LT Shakira Strickland	IHS NM	Shakira@gimc.ihs.gov	(505) 722-1510
LCDR Matt Taylor	BOP EAST	mtaylor@bop.gov	(978) 796-1000ext.4663
LCDR Dan Weaver	IHS AK	dweaver@anmc.org	(907) 729-1249

FUTURE TPAC MEETINGS:

The next TPAC Meeting will be on Thursday, 26 APR 01 from 1400 – 1630 hours, EDT. CDR Fultz will be chairing this next meeting from Rockville. Future dates and times for TPAC Meetings are as follows: COA Meeting 2001, Tuesday, 29 MAY 2001 from 1700 – 1830 hours, EDT.

THERAPIST PROFESIONAL ADVISORY
COMMITTEE
MEETING MINUTES
23 FEB 2001

**THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA
23 FEB 2001**

- I. CALL TO ORDER
- II. REVIEW AND ADOPTION OF AGENDA
- III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES
- IV. OPEN FORUM
 - A. Introduction of Guests
CAPT John Babb, Director of CCRF Presentation
 - B. Action Item Review J. Fultz
Term limit for TPAC Field Representatives
- V. OLD BUSINESS
 - A. Appointment Board Standards J. Fultz
 - B. TPAC T-Shirt Order Forms R. West
- VI. NEW BUSINESS
 - A. Field Representative Changes R. West
 - B. Internet Communications Task Force J. Fultz
 - C. Distribution of TPAC Minutes R. West
 - D. Education Committee J. Fultz
- VII. REPORTS
 - A. Chief Professional Officer C. Richards
 - B. Chairperson J. Fultz
 - C. Awards Committee G Johnson
Awards Work Group I. Williams
 - D. CCRF Committee G. Mead
 - E. Education Committee L. LaBranche
 - F. Fitness/Wellness Initiative Committee R. Parks
 - G. Recruitment and Retention Committee D. Aretino
Mentoring Task Force M. Smith
Recruitment for Therapist Category M. Melanson
Home Page K. Siegel
 - H. Strategic Growth Committee J. Hurley
 - I. Discipline Liaisons: L. Simpson
Audiology R. Parks
Occupational Therapy M. Smith
Physical Therapy B. Solomon
Speech Language Path R. Parks
 - J. COA Therapist Representative B. Sellers
 - K. COA Meeting Task Force D. Brueggemann
 - L. Newsletter C. Melanson/M Jordan
 - M. Junior Officer report R. West
 - N. Field Representative Reports

Therapist Professional Advisory Committee Meeting Minutes

Date: 23 FEB 2001

Time: 0800 – 1115 hours MST

I. CALL TO ORDER:

Roll Call:

Albuquerque: CDR Jeff Fultz (Member, Chair)
LT Ron West (Member, Exec Secretary)
CAPT Jim Jones (Guest)

Rockville: CAPT Charlotte Richards (CPO)
CAPT John Babb (Guest, Director of CCRF)
CDR Karen Siegel (Home Page)
CDR Michael Smith (Mentoring, PT Discipline Liaison)
Ms. Beth Solomon (Member, SLP Discipline Liaison)
LCDR Mark Melanson (Guest, Recruitment and Ret.)
CAPT Mike Flyzik (TPAC Liaison OSG)
CAPT Rebecca Parks (Member, Fitness/Wellness, OT Discipline Liaison)
LCDR Bart Drinkard (Member, NIH Field Rep.)

Phoenix: CAPT Mark Dardis (Member)
CAPT Leo LaBranche (Member, Education)
LCDR Liza Figueroa (Guest, Phoenix, AZ)
LT Joseph Rasor (IHS AZ Field Rep)

Phone: CDR Lois Goode (Member)
CDR Susanne Pickering (Guest, Atlanta, Georgia)
CAPT John Hurley (Member, Strategic Growth)
LCDR Jessie Lief (Guest, Lexington, KY)
LCDR Matt Taylor (BOP East Field Rep)
LT Corey Dahl (Guest, Rochester, MN)
LTJG Alicia Souvignier (Guest, Rochester, MN)
CAPT Georgia Johnson (Member, Awards)
LT Grant Mead (Member, CCRF)
CDR Penny Royall (Guest, Butner, NC)
CDR Terry Cavanaugh (Guest, Sitka, AK)
CDR Nancy Balash (Member)
CDR Linda Simpson (AUD. Discipline Liaison.)
CDR Betty Garner (IHS Multi-Site Field Rep.)
LCDR Richard Shumway (Member)
CAPT Becky Sellers (COA Ed. Day)

CMHS: LT Michelle Peterman (CMHS Field Rep)
LCDR Maria Bacilio (Guest, Washington DC)
CAPT Willis Trawick (Guest, Washington DC)
CDR Michelle Coleman (Guest, Washington DC)
LT Ayanna Hill (Guest, Washington DC)
LTJG Tashara Bouie (Guest, Washington DC)

Signing on during the Meeting:

LT Jeff Richardson (Guest, Sells, AZ)
CAPT Dave Brueggeman (Member, Newsletter)
LCDR Frank Weaver (Member, IHS Recruiter)
LCDR Sue Newman (BOP West Field Rep)

Proxies: CDR Jeff Fultz for CAPT Dominick Arentino
CDR Jeff Fultz for CAPT Ivana Williams

II. REVIEW AND ADOPTION OF AGENDA:

The agenda was approved as written.

III. REVIEW AND ADOPTION OF PREVIOUS TPAC MINUTES:

The TPAC Minutes for 15 DEC 00 were approved.

IV. OPEN FORUM

INTRODUCTION OF GUESTS:

CDR Fultz welcomed everyone to today's TPAC meeting and asked guests attending to introduce themselves. (See list of attendees on previous page).

CAPT John Babb, Directory of CCRF was introduced by CDR Fultz. He provided a presentation on CCRF which is summarized below:

- Frequently log onto the web site. <http://oep.osophs.dhhs.gov/ccrf/>
- Web based training is up and running.
- New fitness standards and height and weight requirements.
- Non-clinical persons need to maintain clinical hours.

ACTION ITEM REVIEW:

TPAC Field Representative Term Limits:

CDR Fultz led a discussion regarding having term limits for TPAC Field Representatives. He stated that this would provide more opportunities for participation in the TPAC. After some discussion, a motion was made that a term limit of three years for Field Representative positions be established, with the opportunity for additional non-consecutive terms. This is to be retroactive to include the current representatives. This motion was unanimously approved.

V. OLD BUSINESS

APPOINTMENT BOARD STANDARDS:

CDR Fultz reported that TPAC appointment board standards recommendations had not been officially acted upon. CAPT Richards stated that she had spoken with RADM Davidson and was assured that he would follow up on this with his staff in DCP.

CATEGORY T-SHIRTS: ATTACHMENT G

LT West reported that funding to develop the screens for the t-shirts had been recently obtained from the category's Jackson Foundation account. He stated that order forms would be distributed very soon. The total price, including mailing is \$13.75.

He described the design; the left front pocket is the PHS logo and on the back are two opposing caduceus with THERAPIST CATEGORY in bold and Speech and Language Pathology, Occupational Therapy, Physical Therapy, and Audiology in descending order. LT West added that the print will be in gold on a navy blue t-shirt. He stated that he wanted to do one initial bulk order to facilitate completing and delivering the t-shirts prior to the Parklawn Classic and Surgeon General's Fun Run.

VI. NEW BUSINESS

FIELD REPRESENTATIVE CHANGES:

LT West reported that there has been a change in the Field Representative for CMHS/St. Elizabeth. He thanked LCDR Melanson for a job well done in representing the people at St. Elizabeth. LT West announced that LT Peterman would serve as TPAC Field Representative for St. Elizabeth.

LT West also announced a change regarding the USCG Field Representative. As there are presently only two therapists in the USCG these therapist will be added to the HRSA Field Representative listing. CDR Hoard will now serve to represent these officers. LCDR Shumway was thanked for his efforts over the years in serving as the Coast Guard Field Representative.

INTERNET COMMUNICATION TECHNOLOGY TASK FORCE:

CDR Fultz introduced a discussion on a new task force for the exploration of internet communication technologies to better facilitate the means of communication for the TPAC members for meetings and conferences. He created a task force “to investigate a means of utilizing the most current internet technology (hardware and software) available to facilitate our communication, both as a PAC as well for our various committees.” LT Rasor volunteered to head the task force with CDR Karen Siegel as a member and CDR Pickering as a resource person.

DISTRIBUTION OF TPAC MINUTES:

LT West reported that there has been some difficulty in the distribution of the TPAC Minutes to all of the Therapist Category members. He motioned that the TPAC start posting the TPAC minutes on the Therapist Web Page. He proposed that the TPAC have a separate area on the web page for posting Field Reports. He noted that this change would require modification to the TPAC Policies and Procedures Manual under the responsibilities of Field Representatives, as they will no longer be responsible for the distribution of the TPAC meeting minutes. LT West stated that in the near future minutes will not be emailed to everyone, instead individuals will need to utilize the category web page to obtain the minutes. The motion was approved.

EDUCATION COMMITTEE CHAIR CHANGE:

CDR Fultz recognized LT Mead for his work on chairing the Education Committee since August 1998. LT Mead is currently chairing two committees, the CCRF Committee and the Education Committee. LT Mead has chosen to focus more upon his role as the CCRF Chairperson. CAPT LaBranche accepted the nomination to serve as the TPAC’s Education Committee Chairperson. This was approved by acclamation of the members.

VII. REPORTS

CHIEF PROFESSIONAL OFFICER

CAPT Richards reported that she had spoken with RADM Davidson regarding the VA issue. CAPT Richards stated that the Director of DCP says that there are several issues that are still being negotiated and only a few challenges that are not flexible. Included in this are entitlements, death benefits, and accrued leave. CAPT Richards reported that DCP staff are working on it. CAPT Richards said that she asked him if there was already a sponsoring agency would he then allow for the process of assigning officers into the VA to occur? Apparently RADM Davidson does not want to do it that way. She stated that RADM Davidson wants to speak with VA to iron out some of the underlying challenges directly.

LCDR Weaver was asked to speak regarding developments with PAC-MED hospitals. LCDT Weaver reported that he contacted the Seattle PAC-MED hospital to explore additional possible opportunities for the Therapist Category members to serve. He said that he had spoken with Ms. Montero who is the Vice President for Federal Affairs. Evidently she was very interested in exploring possibilities for PHS therapist to fill their vacancies. LCDR Weaver put her in contact with CAPT Richards, who in turn put her in contact with RADM Davidson. CAPT Richards added that DCP will now be exploring the possibility of opening opportunities for PHS employees from all categories to work in that setting.

CAPT Richards reported that officer training courses offered in the past by DCP are not the same thing as the Basic Officer Training Course (BOTC). This new offering is a three-day course for all officers. Once an officer completes this course they will receive a certificate and code which will allow them to take a web-based course called the Intermediate Officer Training Course (IOTC). With IOTC there are several training modules followed by a cumulative test. CAPT Richards explained that completion of IOTC makes officers eligible for a recently authorized training ribbon. She added that there are plans to establish an Advanced Officer Training Course in the future. The DCP web site has more information. www.dcp.psc.gov The help desk at DCP can be contacted at (301) 594-0961. CAPT Richards encouraged all officers to sign up with list serve on the DCP site and complete the uniform survey.

CAPT Richards reported that the Surgeon General has been asking all CPO's if they feel it is necessary to have a category specific device. This was one of the COA resolutions for the Surgeon General to address. She asked therapists to contact her via email with their opinions regarding this.

CHAIRPERSON

CDR Fultz reported that the CPO/PAC Chair Meeting in January was very informative. He said that the present Surgeon General is here to stay. The new administration has chosen to honor the SG's four-year term which will conclude in February 2002. CDR Fultz added that the Surgeon General has resigned his position as Assistant Secretary of Health. He will now be working full time as the Surgeon General. CDR Fultz encouraged all category officers to complete the uniform survey on the DCP web site by signing onto the DCP Listserver.

CDR Fultz thanked everyone who continues to participate in the Presidential Sports Award and encouraged everyone to complete the Award on at least an annual basis. CDR Fultz thanked those individuals who recently contributed to the Henry Jackson Foundation Therapist Category account; CAPT Parks, CAPT Brueggemann, CAPT Young, CDR Goode, and CDR Patterson. He assured the PAC that there were now adequate funds to cover the cost of the category awards. He recommended that all TPAC members make an annual contribution to this fund to support of the Therapist Category activities.

CDR Fultz reported that CAPT Barror, Chief of Staff OSG, would like to see the OSG Model Charter completed by the end of March. He thanked CAPT Flyzik for bringing it to the PAC Chair Meeting. He reported that the PAC Chairs and CPO's have approved it. CAPT Flyzik reported that the OSG will not approve any individual PAC Charters until they get the OSG Model Charter approved. He submitted the final draft of the Maintenance Agreement and the Model Charter to CAPT Barror. CAPT Flyzik stated that the changes within the Maintenance Agreement deal with recognition of service to the PAC and nomination packets; the changes within the Model Charter deal with the distribution of PAC minutes, organizational representation, and terms of appointment. CAPT Flyzik indicated that several key areas were not changed including the size of the PACs, which are set at between 7 and 20 members, field and local representation, and not allowing DCP and OSG personnel to be voting members of a PAC. He stated that the current new PAC member selection process will not be delayed and should simply continue under the established guidelines.

CDR Fultz continued his report by stating that the selection process for new members is underway. He said that there were 13 applicants for the 5 vacancies and that four members are up for re-election with CAPT Brueggemann being the only member completing his second term. He urged the TPAC members to get their ballots turned in by the deadline of Monday, 26 FEB 01.

CDR Fultz closed his report by reporting that he was elected to serve as the PAC Chair Group Chairperson and had already led his first meeting this past January. CDR Fultz said that he expected this role to facilitate the TPAC receiving information regarding the other PACs activities.

AWARDS COMMITTEE: ATTACHMENT A

CAPT Johnson stated that it was good news to know that the TPAC has enough funds for its 2001 Awards. She reported that an article was placed in the February CC Bulletin announcing a call for award nominations for the Therapist Category and information can also be found on the category web page. She added that an article would appear in the April 2001 PT Magazine concerning last year's William Fromherz Award recipient CAPT Charles McGarvey. CAPT Johnson concluded her report by noting that Kathy Fromherz and her daughter will be guests at our category luncheon during the COA Meeting this May.

CCRF COMMITTEE: ATTACHMENT B

LT Mead recognized the efforts of his committee members; LCDR Gaustad and CDR Pickering, for assisting in the creation of a Therapist CCRF Manual. He stated that he would submit this document to the OEP to be added to our current deployment criteria. CAPT Flyzik reminded everyone that there were new fitness criteria for members of the CCRF and that this presented an opportunity to create programs to assist officers needing to meet those new standards.

EDUCATION COMMITTEE:

No report.

FITNESS/WELLNESS INITIATIVE COMMITTEE: ATTACHMENT C

CAPT Parks highlighted some of the events occurring within the category and she encouraged everyone to look at her complete report in the minutes. CAPT Flyzik thanked those individuals serving as points of contact for the Fitness/Wellness Initiative for their efforts. He reminded everyone of the Commissioned Corps Wellness web page via CDC Division of Nutrition and Physical Activity, a link on the DCP web page under the CC Bulletin.
www.cdc.gov/nccdphp/dnpa

RECRUITMENT AND RETENTION COMMITTEE:

Vacancies:

Agency	Vacancies Position	Location and Description
IHS	1 Staff PT	Anchorage, AK Jan/Feb 2001
	1 PT	Ft. Defiance, AZ
	1 Chief PT	Crownpoint, NM
Ft. Belknap	PT	Montana 406-353-3187
Sage Memorial	1 PT	Ganado, AZ
NIH	0	
CMHS	2 OT	Washington, DC
HCFA	www.hcfa.gov	
HRSA	www.hrsa.gov	
CDC	www.cdc.gov	
Multi-agency	DCP website	

Mentoring: ATTACHMENT D

CDR Smith reported that there are five pairs participating in the mentoring program and two mentees still waiting for mentors. She reminded all that it is important to have a large group of mentors so that the mentees won't have to wait to be matched. CDR Smith reported that she is working on including all necessary forms and information to participate in this program on the category web page. CDR Fultz stated that he believed that all senior officers should be available to serve as mentors. He made this an **Action Item**.

Home Page:

CDR Siegel reported that there has been mixed success in getting the web page updated in a timely fashion. She encouraged all of the committee chairs to carefully consider what they want to have on the web page regarding their committee activity, and to email her as soon as possible.

STRATEGIC GROWTH COMMITTEE: ATTACHMENT E

CAPT Hurley reported that his committee had met three times. He reported that assignments had been made that will be included in the committee report. He reported that there are six committee members, as well as a DCP liaison member; CDR Ganaway. CAPT Hurley reported that he added one additional person to the committee because they needed representation from an audiologist; LCDR Weaver. He stated that he was looking for representation from the Speech Language Pathology discipline. CDR Fultz recommended that LCDR Shumway be contacted regarding the possibility of expansion in the US Coast Guard.

DISCIPLINE LIAISONS:

CDR Simpson, Audiology Discipline Liaison, reported that early in the month she went to Fort Lewis to Madigan Army Hospital for training. She discussed the possibility of sharing clinical services. CDR Simpson reported that she had contacted some people who would further investigate the possibility. She had proposed that they provide ENT services at Yakima IHS and she could then provide audiology services at the Yakima Training Center. This Training Center includes Army, Navy, and Marine personnel. She reported that there is a Military Audiology Association Meeting in Albuquerque in August and that several PHS Audiology officers have expressed interest in attending. She reported that there was also an IHS Audiology Meeting in Anchorage in April.

CAPT Parks, OT Discipline Liaison, reported that she had attended the Tri Services Deputy Committee Meeting on 06 FEB at Bowling Air Force Base. She stated that the other services were divided up a little bit differently and that most of the information was about optometrists and pharmacists. The next meeting will be in May.

COA THERAPIST REPRESENTATIVE:

CAPT Parks reported that the Commissioned Officers Association is in the process of considering a change in the management of the portfolio investments. The COA has taken proposals from three different companies. The COA office created a branch handbook that will soon be sent out. CAPT Brown, COA Board President, has written a letter to encourage all board members to have full participation. LCDR Figueroa asked if contact was made with the individuals who were organizing the Surgeon General Run/Walk so that therapists can lead the warm up session for the runners. CAPT Parks said that she would try to get back in contact with them.

COA MEETING TASK FORCE: ATTACHMENT F

CAPT Sellers reported that the COA web page has posted all registration forms, information on the hotels, and the current meeting agenda, including the Therapist Category Day agenda. She reported that the topic for Education Day is "How Do You Fit into Fitness: A Therapist Category Perspective on the Fitness Initiative." She stated that the TPAC Meeting is scheduled for Tuesday evening from 1700 to 1830 hours and will include access via teleconferencing. LCDR Figueroa requested that the Education Day be video taped. CDR Smith volunteered to check into the video equipment.

NEWSLETTER:

CAPT David Brueggemann reported that he was still waiting for additional articles and pictures to be submitted.

JUNIOR OFFICER REPORT:

No report

FIELD REPRESENTATIVES REPORTS:

See Field Reports section on web page.

CLOSING ROLL CALL:

Albuquerque: CDR Jeff Fultz (Member, Chair)
LT Ron West (Member, Executive Secretary)

Phoenix: CAPT Mark Dardis (Member)
CAPT Leo LaBranche (Member)
LCDR Liza Figueroa (Guest)
LT Joe Rasor (IHS AZ Field Rep)

Rockville: CDR Karen Siegel (Home Page)
LCDR Mark Melanson (Recruitment)
CAPT Rebecca Parks (Member, Fitness)
CAPT Charlotte Richards (CPO)
CAPT Mike Flyzik (TPAC Liaison OSG)
CDR Micheale Smith (Mentoring, PT Rep)

Rockville: LT Grant Mead (Member, CCRF)

Baltimore: CAPT Georgia Johnson (Member, Awards)
LCDR Frank Weaver (Member, IHS Recruiter)

Whiteriver: CDR Lois Goode (Member)

Butner: CDR Penny Royall (Guest)

Fort Worth: LCDR Sue Newman (BOP West Field Rep)

Devens: LCDR Matt Taylor (BOP East Field Rep)

Zuni: CAPT Becky Sellers (COA Ed. Day)

Yakima: CDR Linda Simpson (AUD Dis. Rep)
CDR Nancy Balash (Member)
LT Shawn Witherspoon (Guest)

Cape May: LCDR Richard Shumway (Member)

Anchorage: CAPT Dave Brueggemann (Member, Newsletter)

St. Elizabeth: CAPT Willis Trawick (Guest)
LT Michelle Peterman (CMHS Field Rep)
LT Ayanna Hill (Guest)
LTJG Tashara Bouie (Guest)
CDR Michelle Coleman (Guest)
LCDR Maria Bacilio (Guest)

CONCLUSION:

CDR Fultz concluded the meeting remarking that it was incredible that over 40 people had participated in this TPAC meeting. That number represents 1/3 of our category. He stated that he would be chairing the next meeting from Rockville on Thursday, 26 April, from 1400 to 1630 hrs EDT. The meeting was adjourned at 1115 hours MST.

Respectfully Submitted: LT Ron West, TPAC Executive Secretary.

Concur: CDR Jeff Fultz, TPAC Chair.

Concur: CAPT Charlotte Richards, CPO Therapist Category.

TPAC Subcommittee Reports

- AWARDS COMMITTEE: CAPT GEORGIA JOHNSON – ATTACHMENT A
- EDUCATION COMMITTEE: CAPT LEO LABRANCHE – NO REPORT
- CCRF COMMITTEE: LT GRANT MEAD – ATTACHMENT B
- FITNESS AND WELLNESS COMMITTEE: CAPT REBECCA PARKS – ATTACHMENT C
- RECRUITMENT AND RETENTION: CAPT DOMINICK ARENTINO – ATTACHMENT D
- STRATEGIC GROWTH COMMITTEE: CAPT JOHN HURLEY – ATTACHMENT E
- COA MEETING TASK FORCE: CAPT BECKY SELLERS – ATTACHMENT F
- T-SHIRT TASK FORCE: LT RON WEST – ATTACHMENT G

THERAPIST PROFESSIONAL ADVISORY COMMITTEE

AWARDS COMMITTEE
CAPT Georgia Johnson, Chair
16 February, 2001

1. The therapist category now has four awards in place: William Fromherz, Josef Hoog, Therapist Clinician of the Year and Junior Officer of the Year.
2. An article was placed in the February Commissioned Corps Bulletin regarding the four awards available to therapist category members and to solicit nominations for the awards.
3. Nomination material regarding the 2000 William Fromherz award winner, CAPT Charles McGarvey, was submitted to the Physical Therapy Journal in February.

To: LT Ron West, TPAC Executive Secretary

CCRF Committee Report

The Education Committee has been completely handed over to CAPT LaBranche. I suspect you knew that anyway. I have forwarded all materials that I had pertaining to that committee. I hope it isn't too confusing for him.

The CCRF Committee is plugging along. I have just assigned LCDR Scott Gaustad, CDR Susanne Pickering, and myself the task of drawing up the first draft of a Therapist Manual to augment the established deployment criteria. These people were chosen because they attended the Army's course last year on "Humanitarian Missions for the Military." LCDR Gaustad had copied his manual from the course and forwarded it to me. We also have a copy of the PHS Engineer's Manual that they have supplied to CCRF. This way we do not have to reinvent the wheel.

I spoke with an Army PT at Fort Sam Houston sometime back, and she and I talked about this whole deployment thing. I was amazed that the Army (with their wartime mission) doesn't know what to do with their Therapists either when selecting officers. This just blew my mind. I thought for sure that the Army would have developed SOP's for deploying Therapists. Anyway, that's where we stand as of now.

Respectfully, LT Grant Mead, CCRF Chair

HEALTHY LIFESTYLES COMMITTEE REPORT (TPAC 2/23/01)

1. BOP Wellness Initiative participants are using local COA branches and other resources to provide group or individual presentations, encourage participation in the Presidential Sports Award program, organize group participation in community walk/runs, and planning for future activities such as Health Fairs and National Public Health Month activities.
2. The Whiteriver Service Unit is continuing to perform fitness testing for staff and patients. They have had two individuals retest to date: both showed improvements in both strength and cardiovascular fitness; there was no change in weight. CDR Goode is hopeful that more people will retest this quarter. The unit has connected with the American Council on Exercise. The Unit, along with the Apache Diabetes Wellness Center, will be performing fitness training and Instructor training for the community this March. Finally, they have a Fitness Booth scheduled for May 2nd to be held in conjunction with an outreach program for the Navajo County Extension Office. Several officers have received the Presidential Sports Award. PIMC has introduced the Presidential Sports Award program to the local COA Chapter there.
3. In collaboration with the Centers for Disease Control and Prevention, the Region IV Healthy Lifestyles Program was established in June 2000. Some area COA Branches in addition to the Atlanta Branch are considering/planning an activity on Federal Fitness Day, Wednesday May 16th. Representatives from CDC, FDA, EPA, HRSA, and the Regional Director's Office met to discuss the program and develop the following goals and objectives for Region IV federal employees (both commissioned corps and civil service):

Goals: Sponsor a fitness event in the Spring of 2001 (Federal Fitness Day in May)
Increase federal employee participation in physical fitness activity.

Objectives: Healthy People 2010 objectives will serve as a foundation for the program. Dissemination of information related to fitness, including the Surgeon General's message.
Conduct a needs assessment to determine current employee/officer behavior, attitude, and needs.
Garner agency support, including funding and program support.
Explore effective communications (e-mail; websites; lectures; newsletters)

Meetings: The committee meets the first Thursday of each month.

4. **The Tucson Area is currently organizing a multidisciplinary plan to implement regular fitness screenings for the employees and Commissioned Officers in the Tucson Area. This is in conjunction with the hospital employee health coordinator, and a dietitian who have volunteered to cooperate (one is a CO, the other not). LT Jeff Richardson also wanted to publicly thank CDR Lois Goode in Whiteriver for her assistance in helping to set up the Tucson Area fitness screening plan.**
5. News from Alaska is that the Special Olympic World Games are being held in Anchorage in early March, 2001. Special Olympians from 90 countries will compete in winter sports. Commissioned Officers will be volunteering as a group to provide a variety of support services, including staffing the medical/first aide stations. Therapists have been asked to

support the Olympic athletes and the APTA by helping staff the APTA's "funfitness" screening program, which assesses functional capabilities and instructs athletes in performance improvement methods.

6. Carville's NHDP is just beginning to lay the ground work for a wellness program. Recently, the director approved the formation of a Wellness Committee to establish a program for the center, and LCDR Figarola is in the process of recruiting committee members.
7. LCDR Shumway of Coast Guard reports that, interestingly, information from PHS Officers after completion of the Personal Wellness Profile showed that most officers skip breakfast and do not drink enough water. All PHS Officers were counseled individually and given a water bottle to carry around at work by Joan Phillips.
LCDR Shumway and Joan Phillips are teaching a Health Promotion course designed by the USCG to approximately 20 of the newest Company Commanders. The course will last for a week with most topics structured around recruit training.
8. LT Spaulding had a mock PT test for the Corp Officers at St. Elizabeth's Hospital in January, in which 10 officers participated. They performed the CCRF fitness test including push ups, sit-ups, side bridge and the 1.5 mile run. LT Spaulding recorded PT results including their height, weight, and body fat percentage to get a baseline. The plan is to do this again in July to see if improvements have been made. LT Spaulding also wrote up for the CMHS Corps newsletter a point rating system to promote wellness: the system gives points for healthy living and takes away points for non healthy living. For example, a person gets 35 points a week for eating a well balanced diet, and abstaining from fast-food and alcohol. Two points are taken away for every non-healthy food or drink consumed. Other factors like exercise and sleep are included in the point system as well. The goal is to have a minimum of 100 points a week, equating with a healthy lifestyle. LT Spaulding has made himself available for the Corps officers who are interested in pursuing an exercise program.



National Institutes of Health
Building 10, Room
10 Center Drive, MSC 1604
Bethesda, Maryland 20892-1604
301-496-4733

ATTACHMENT D

January 24, 2001

Dear PHS Officer:

The Therapist Professional Advisory Committee (TPAC) recently established a Mentor Program in which senior officers (O4 and above) volunteer to serve as mentors to commissioned officers such as yourself. Mentors offer an important resource for information on topics such as career development, personnel issues, medical and other benefits, uniforms, military protocol and other issues.

The purpose of this letter is to inform you of this program, and let you know that, if you are interested in being assigned a mentor, please complete and return the enclosed "Mentee Application" form by fax or email one week within receipt of this correspondence. Matches are made as closely as possible on interests and needs.

I believe this is a valuable opportunity and urge you to take advantage of it. I look forward to hearing from you.

/s/

CDR Michaele R. Smith, PT
michaele_smith@nih.gov
301-480-0669 fax

PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTEE APPLICATION

NAME: _____

GRADE/RANK: _____

PERSONNEL SYSTEM: CIVIL SERVICE _____ COMMISSIONED CORPS _____

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

YEARS IN PHS _____ YEARS IN FEDERAL SERVICE _____

PRIMARY JOB ACTIVITY: ADMIN____ CLINICAL____ RESEARCH____ OTHER

ARE YOU WILLING TO ESTABLISH ONE HOUR PER WEEK WITH YOUR MENTOR TO PARTICIPATE IN THIS PROGRAM? _____

DESCRIBE YOUR CAREER GOALS:

WHAT EXPERIENCES, SKILLS, VALUES, OR KNOWLEDGE DO YOU WANT IN A MENTOR? (Check and list all that apply)

- Practice and information about interviewing
- Information about job opportunities
- Information about how the personnel system works
- Information about setting career direction
- Improving skills in specific areas. What areas? _____
- Other? _____

WHAT GOALS WOULD YOU LIKE TO HAVE ACCOMPLISHED BY THE END OF THIS MENTORING PROGRAM?

PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTORING AGREEMENT

I will devote up to one hour per week toward participation in the Therapist Mentoring program.

I agree to serve as a mentee/mentor (circle one). I will participate in a voluntary training and give permission for this application to be shared with my proposed mentor/mentee.

I will maintain confidentiality of all materials related to the mentor/mentee, (circle one) and will destroy these materials at the completion of the program.

Signature: _____ Date: _____

Print Name: _____

Public Health Service
Therapist Category
Mentoring Program

January 8, 2001

Dear Senior Officer:

The Therapist Professional Advisory Committee (TPAC) recently established a Mentor Program in which senior officers (O4 and above) volunteer to serve as mentors to junior (O1 to O3) commissioned officers. Mentors offer an important resource for information on such topics as career development, personnel issues, medical and other benefits, uniforms, military protocol and other issues.

The purpose of this letter is to inform you of this program, and let you know that, if you are interested in serving as a mentor, please complete and return the enclosed "Mentor Application" form by email or fax within one week receipt of this correspondence. Matches are made as closely as possible on interests and needs.

I believe this is a valuable opportunity and urge you to take advantage of it. I look forward to hearing from you.

Sincerely,

/s/

CDR Michaele R. Smith, PT
michaele_smith@nih.gov
301-480-0669 fax

PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTOR APPLICATION

NAME: _____

GRADE/RANK: _____

PERSONNEL SYSTEM: CIVIL SERVICE _____ COMMISSIONED CORPS _____

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

YEARS IN PHS _____ YEARS IN FEDERAL SERVICE _____

PRIMARY JOB ACTIVITY: ADMIN _____ CLINICAL _____ RESEARCH _____ OTHER _____

ARE YOU WILLING TO ESTABLISH ONE HOUR PER WEEK WITH YOUR MENTEE TO PARTICIPATE IN THIS PROGRAM? _____

PHS ASSIGNMENTS

AGENCY	JOB TITLE	LOCATION	DATES

WHAT EXPERIENCES, SKILLS, VALUES, OR KNOWLEDGE DO YOU WANT TO OFFER TO A MENTEE? (Check and list all that apply)

- Practice and information about interviewing
- Information about job opportunities
- Information about how the personnel system works
- Information about setting career direction
- Improving skills in specific areas

PUBLIC HEALTH SERVICE
THERAPIST CATEGORY
MENTORING AGREEMENT

I will devote up to one hour per week toward participation in the Therapist Mentoring program.

I agree to serve as a mentee/mentor (circle one). I will participate in a voluntary training and give permission for this application to be shared with my proposed mentor/mentee.

I will maintain confidentiality of all materials related to the mentor/mentee, (circle one) and will destroy these materials at the completion of the program.

Signature: _____ Date: _____

Print Name: _____

Memorandum

ATTACHMENT E

To: TPAC Secretary

From: CAPT John T. Hurley

Date: 2-17-01

Subject: Strategic Growth Committee Report

Date of Discussion:

Telephone conference call 2-5-01

Discussion

Members in Attendance

CAPT John T Hurley PT

CDR Sue Miller OTR

CDR Nancy Balash

LT Joe Rasor

Members Absent

LCDR Mark Melanson

CAPT Georgia Johnson

CDR Marylouise Ganaway

Review of previous meeting agenda and minutes (10-25-00)

Reviewed today's agenda

The information derived from this meeting will be discussed at the February TPAC meeting before moving forward with any commitments.

General

Our current membership consists of 6 Commissioned Corps Officers and a representative (CDR Marylouise Ganaway) from DCP. LT Ron West sent CAPT Hurley a list of interested persons that would like to be involved with this committee. Committee members agreed that until we get rolling with actual activities that the current size of the group is adequate. If the committee needs to expand, or when a member drops out, then a random selection will be made from the volunteers. **CAPT Hurley will contact the people on the volunteer list to acknowledge their requests.**

Memorandum of Agreements

CAPT Hurley reviewed recent information provided by DCP regarding Office of the Surgeon General's directive on mandatory sponsorship of agencies when providing staff to another agency. CAPT Hurley discussed this issue recently with CAPT Skip Miller (Deputy Director of Personnel). The sponsorship requirement continues to remain in force but with recent management changes this requirement may be modified. If a new employee can be brought into the PSC Branch then opportunities for MOU/MOA expansion can be reinitiated. CAPT Hurley will discuss with CAPT Richards the possibility of getting IHS to sponsor the Audiologist already hired by VA, as a Commissioned Corps Officer. Another potential expansion area for our category is the Exceptional Family Member Programs in Europe. CAPT Hurley has been in contact with CDR Kevin McGuinness who recently has been working on an agreement with the Airforce, ARMY and Navy for providing Therapists to Exceptional Family Member Programs. Another potential agency for expansion is the Bureau of Indian Affairs.

CAPT Hurley will be the responsible Committee Officer. Please send all information or suggestions to him regarding MOU/MOA agreements.

Uniformed Services Coordination

TPAC had been documenting involvement with DOD and other governmental agencies. Reciprocal work arrangements with other Uniformed Services could increase awareness of specialties and services available by all services. Many DOD hospitals hire civilian contracted therapists as well as permanent fulltime civilian therapists. If the sponsorship criteria is lifted this could be another area for expansion. CDR Nancy Balash is currently working on a MOA with a northwestern tribe regarding hiring of a Commissioned Corps Officer. LCDR Frank Weaver, Indian Health Service recruiter, is contacting IHS

and tribal agencies identifying PT, OT, SP, and Audiology positions. He states there are multiple opportunities for expansion once these positions are identified. CDR Balash will explore additional opportunities for CC officers at DOD and tribal agencies. **CDR Balash will be the contact person for ideas or suggestions regarding governmental agency involvement.**

Commissioned Corps Readiness Force

CAPT Hurley recently developed a database to track specialties for qualified CCRF members. A TPAC committee lead by CAPT Willis Traywick developed an information packet regarding therapy discipline specialties and additional expertise areas for CCRF involvement. If this information was incorporated in a database it could give clear objective information to the CPO when an emergency situation requires the assistance of therapists. CAPT Hurley will send the database to LT Grant Mead and LT Rasor for review. The CCRF position paper will also be sent to LT Rasor. LT Rasor will coordinate issues with LT Mead. LT Joe Rasor will be the contact person for the Expansion Committee regarding CCRF expansion issues

Expansion within the Category

There are many Therapist/Audiologists unknown to the Category. LDCR West and CDR Fultz have done an excellent job in identifying civil service as well as CC employees in the Therapist Category. The Strategic Growth Committee (SGC) felt that identification and contact of these members regarding TPAC issues as well as information regarding Commissioned Corps would be beneficial. **CDR Sue Miller will be the contact committee member for this issue. Please contact her for additional ideas or comments regarding this potential area for expansion.**

Commissioned Corps applicants

Many CC applicants have been fully qualified and medically cleared for duty. Sometimes these applicants are never contacted. These CC applicants get frustrated by lack of contact and find other opportunities for employment. There are many agencies to which a therapist category applicant can apply. There are sometime opportunities within small agencies that are never advertised. We lose many potential applicants because of the above issues. We need to contact and maintain good communication with these individuals. **LCDR Mark Melanson will be the contact person for ideas and suggestions for this topic.**

CAPT John T. Hurley
Chairperson, Strategic Growth Committee

Schedule for Therapist Day at COA

ATTACHMENT F
5/30/01

“How Do You FIT Into Fitness? -Therapist Category Perspective on the Fitness Initiative

9am	Overview of the Fitness Initiative CAPT Mike Flyzik	OSG
10:30am	CCRF Fitness Levels Lieutenant Colonel Beverly Pritchett	OSG
11:45am-12:45pm	Lunch	
12:45pm-1:30pm	Exhibit Hall Open	
2:00pm	Run With The Pack-TPAC! CAPT Rebecca Parks	NIH
2:30pm	Fitness Demonstration Projects LCDR Richard Shumway Joan Phillips	USCG USCG

