

## Therapist Professional Advisory Committee Meeting Minutes

Date: February 23, 1996

Time: 0900 to 1200 hours EST

Location: IHS Office of the Director  
Parklawn Building, Room 605  
5600 Fishers Lane  
Rockville, MD 20857

Attendees:

In Rockville:

CDR Charles McGarvey (Chair)  
LCDR Karen Lohmann Siegel (Secretary)  
CAPT Willis A. Trawick (member)  
CDR Elaine Corrigan (member)  
LT James Standish (member)  
LCDR Georgia Johnson (field rep)  
CDR Suzanne Pickering (guest)  
CDR Sidney Stephens (DCP rep)

In Albuquerque:

CAPT Charlotte Richards (member)  
CDR Becky Sellers (member)  
CAPT Jimmy Jones (field rep)  
CDR John Hurley (field rep)  
LCDR Jeffrey Fultz (education task force)

In Phoenix:

CAPT Michael Huylebroeck (CPO)  
CDR David Nestor (member)  
CDR Mark Dardis (guest)

On Conference Call to Rockville:

CAPT Judith Bell (member) from Carville, LA  
CDR Sherry Phillips (member) from Buffalo, NY  
CDR David Brueggemann (member) from Anchorage, AK  
CDR Michael Flyzik (field rep) from Fort Worth, TX

Absentee TPAC members:

Sandra Adams

## I. Call to Order

The meeting was called to order by the Chair in Rockville at 0910. Albuquerque and Phoenix sites participated via videoteleconference. Other sites participated via telephone conference call to Rockville.

## II. Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**.

## III. Adoption of Previous TPAC Minutes

The previous TPAC minutes from the meeting of the December 1, 1995 meeting were accepted as published.

## IV. Open Forum

### A. Welcome TPAC members

The chair welcomed all TPAC members, field representatives and other guests to the meeting. Special recognition was given to CDR Brueggemann for his participation despite the early hour in Alaska.

### B. Action Item Review from December 1, 1995 meeting minutes.

LCDR Siegel reported on information about videoteleconference capabilities at NIH. CDR Schroeder has identified a contact at FDA.

LCDR Long has agreed to assist in the recruitment activities of the Recruitment/Retention/Membership Committee. Lcdr Siegel is sending copies of the therapist recruitment brochure to Lcdr Long.

CDR McGarvey has received some self-nomination forms for TPAC openings.

No TPAC members submitted any corrections to the last published roster.

CAPT Birke has agreed to develop a new awards task force and CAPT Jones will coordinate TPAC recognition of retiring officers. See reports later in the minutes.

CDR McGarvey has developed task statements for the award/recognition and education task forces.

CDR McGarvey received a memo from CDR Dardis offering comment on special pay for therapists according to the DOD model. See discussion later in the minutes.

CDR McGarvey forwarded the videotape on uniformed customs and courtesies that was produced by LT Standish to OSG. LT Standish presented the video at the CPO/PAC Chair meeting on February 22, 1996.

CDR Phillips has received the historical information on the category to develop a history of the category. See report later in the minutes.

Work continues on a home page for the therapist category on the world wide web. See report later in the minutes.

No one had informed CDR McGarvey of plans to attend the COA meeting. A voice poll was taken and only two TPAC members definitely plan to attend, and a third may attend only if funding is approved.

#### C. Request for reports from the field

CDR McGarvey stated that he had received some of the field reports and offered them for inclusion in the minutes. He thanked the field representatives for their reports and for the time they spend supporting TPAC as well as informing therapists about the activities of their colleagues.

### V. New Business

#### A. Special Pay for Therapists

It was proposed that the therapist category consider requesting that DCP consider special pay for therapists according to the DOD model published in the last minutes. Several areas of concern were raised relative to this issue.

CDR Dardis noted that certified hand therapists (CHTs) are recognized by the AOTA, but not the APTA. CDR Dardis expressed his concern that only CHTs that are occupational therapists would qualify to receive special pay and that physical therapist CHTs would not qualify. His memo to the Chair is included in **Attachment B**.

CDR Corrigan and CDR Brueggemann reported that there are no ASHA endorsed certified clinical specializations for speech pathologists or audiologists. ASHA's argument is that advanced education degrees are required for clinical certification. The clinical certification recognizes that professionals are experts in all areas of practice, so certificates of advanced specialization are unnecessary. CDR Corrigan reported that ASHA does have 14 special interest divisions (see **Attachment C**). ASHA has created a clinical specialty board which will review plans for specialty certification/credentialing

processes established by other groups. This board will recognize approved specialty certification, but not administer the certification directly. Currently, a specialty in adult neurogenics is proposed by an external organization and two special interest divisions within ASHA are considering specialty credentials. However, speech pathologists and audiologist cannot be considered eligible for special pay under the current DOD guidelines.

CDR McGarvey expressed his opinion that a request of specialty pay stood the best chance of approval is the request was modeled after the existing DOD system. He requested that a motion be made for the CPO and TPAC Chair to prepare a memo to RADM Dahlman requesting that DCP consider special pay for therapists in accordance with the DOD plan and that this memo would be circulated to CDRs Corrigan and Brueggemann for their review prior to its release. CAPT Richards made that motion and CDR Nestor seconded the motion. A vote of TPAC members was made and the motion carried with 10 yes votes and one abstention.

**ACTION ITEM:**

The CPO and TPAC Chair will prepare a memo to RADM Dahlman requesting that DCP consider special pay for therapists in accordance with the DOD plan. They will circulate this memo to CDRs Corrigan and Brueggemann for their review prior to its release.

**B. Recognition for Retired Officers**

CAPT Jones has agreed to coordinate task force activities to recognize retiring officers. Some of his recommendations include identifying a retiring officer as soon as possible after their paperwork is submitted. This should give TPAC nearly 6 months to recognize the officer. CAPT Jones suggested that TPAC review the officer's personnel file and identify the most appropriate award nomination for the officer. He then recommended that TPAC send a letter to the officer's agency and supervisor suggesting that the officer be nominated for the award and how the officer may be recognized for his career locally. Ideally, this process should be implemented within the next three months. A few potential difficulties were raised by others in attendance including how to identify retiring officers as soon as possible after their paperwork is submitted. The other issue was how to gain access to the officer's OPF to make the award recommendation. Possible options include getting permission from the officer for this review and identifying whether the CPO and TPAC could complete this review.

**ACTION ITEMS:**

CDR McGarvey will contact RADM Dahlman in DCP to request that the TPAC receive notification that a therapist officer is retiring as soon as possible after the officer submits retirement papers.

CAPT Huylebroeck will try to identify a mechanism by which the personnel file of a retiring officer can be reviewed to make award recommendations.

All therapists in the field that are planning to retire should notify the TPAC chair of their intent as soon as their retirement papers are submitted.

### C. Video Tape Production on Military Courtesy

LT Standish spent approximate 1 ½ years developing a video and accompanying handout (published in December minutes) on military customs and courtesies. He was invited to present the video at the CPO/PAC Chair meeting with the acting Surgeon General on Thursday, February 22. The Surgeon General endorsed the video and was "very impressed". Other individuals at the meeting also were impressed with the quality of the presentation. CAPT Huylebroeck and CDR McGarvey both commended LT Standish for a job well done and for positively representing the category at the meeting. CDR McGarvey also acknowledged that the project was initiated while CAPT Bell was TPAC Chair. LT Standish acknowledged that producing the video was a large task and he enjoyed doing the project. Currently only one master copy of the video exists and a discussion followed about how to make additional high quality copies and disseminate the video within the therapist category.

#### **ACTION ITEM:**

CAPT Huylebroeck, CAPT Bell, and LT Standish will develop a plan on how to best distribute the video within the category with available funding.

### D. Inter-service Therapists Advisory Committee Report

CDR McGarvey and LCDR Smith represented the PHS at the most recent physical therapy interservice meeting. Minutes of the meeting are included (**Attachment D**). The other services expressed their support of the PHS in response to the GAO survey. CDR Oakley attended an interservice meeting for occupational therapy some time ago, but CDR McGarvey has not received any reports about PHS involvement in more recent meetings.

### E. Call for Nominations of new TPAC members and officers

Terms of two TPAC members will expire in August 1996, as will the current terms for the positions of the Chair and Secretary. CDR Sellers reported that a Carolyn Malik, a civil service therapist, is interested in serving. CDR McGarvey has received three other self-nomination forms for TPAC members. CDR McGarvey will ask each nominee for TPAC membership to submit a brief bio to assist current members in selecting new members. No nominations for officers were made. Nominations will remain open until May. The TPAC self-nomination form is included in **Attachment E** and TPAC vacancies also will be announced in the Commissioned Corps Bulletin.

## VI. Reports

### Chair

CDR McGarvey reported that:

The abstract deadline for the COA Meeting was extended through February 23. Response thus far has been lighter than expected.

COA public relations committee wants to profile four officers and the CPO of each category. Officers should represent rank, ethnic, and geographic diversity as well as unique career experiences and community service. CAPT Huylebroeck is collecting names of officers to be submitted to COA by the March 1 deadline.

CDR McGarvey states he plans to hold the next TPAC meeting at the COA meeting. It is scheduled to follow the category luncheon (probably on May 14) in the same room. Agenda items for the next meeting will include voting for new members and officers. It is critical that there is a quorum of the membership for this vote to occur. CDR McGarvey encouraged all TPAC members to attend the COA meeting and noted that MAC flights may be available in some areas. An inquiry was made about conference call capabilities for the meeting, but CDR McGarvey reported that those capabilities were probably not available for the meeting. Another option was raised to have a meeting in June to allow more members to participate remotely.

A memo was received from CAPT Thornton that raised a concern about the mobility promotion precept (**Attachment F**). TPAC members discussed the issue and felt that more information was needed about the current process before TPAC could develop a plan to respond.

### **ACTION ITEM:**

CDR McGarvey will request that CAPT Thornton develop a task force to define the current definition and weighting of the mobility promotion precept and to recommend a mechanism by which TPAC could inform future board members of the policy.

### CPO report

CAPT Huylebroeck reported that the PHS has completed its response to the GAO report. All agencies provided statements about the impact of commissioned officers on their agencies. The GAO has asked that PHS answer additional questions. After the PHS response is received, the GAO will consider its next action. Any officers with questions about the PHS response may direct them toward CAPT Huylebroeck.

COL Beattie, the PT chief in the Army offered two additional slots in the Baylor program and one slot in an 18 month orthopaedic residency program at Brooke Army Medical Center to the PHS. CAPT Huylebroeck offered the slots to the BOP, but they have not

responded as of yet.

The April issue of *PT: Magazine of Physical Therapy* will feature therapists from the IHS in an article focussing on cultural aspects of providing care to Native Americans.

#### CPO/PAC Chair Meeting

CDR McGarvey reported on the CPO/PAC Chair meeting he attended on Thursday, February 22. Minutes of the meeting are included in **Attachment G**.

The GAO has received the PHS response to their report. They submitted 11 additional questions to the PHS and the answers have been provided.

Several meetings will be held in OSG that could impact commissioned officers. One meeting with EPA will review reports that commissioned officers will be the first to be downsized out of the agency. Another meeting with Assistant Secretary Deborah Lee and DOD officials will discuss the use of the inactive reserve.

Finally, a meeting will be held to discuss the position of OSG within the new Program Support Center. Acting Surgeon General Manley is optimistic about the meeting, but duties and responsibilities of OSG still need to be resolved. John West, acting director of the PSC, noted at a recent agency heads meeting that the PSC now has the operating authority over the commissioned personnel system which previously fell under the responsibility of the Surgeon General. At the present time, OSG falls under the Office of Public Health and Science, and the Commissioned Corps and DCP falls under the PSC. CAPT Huylebroeck commented that in the current organizational structure the “head” (OSG) has been removed from the “body” (DCP).

The agency heads group has been renamed the Public Health Council and includes the Surgeon General as a member. Its charter is to advise the Secretary of DHHS. Other new groups include the Public Health Core Functions Group that is overseen by the Public Health Steering Committee of which the Surgeon General also is a member.

An Expert Preparedness Performance Badge has been developed and awarded to several individuals. The actual badge to be awarded is still being finalized.

AMSUS has requested award nominations for the next meeting.

The Acting Surgeon General plans to hold meetings with the CPO and PAC Chair of each category to develop and review category specific initiatives. Meetings will include discussions of how to pursue funding outside the agencies.

RADM Dahlman reported that the compensation branch has been working diligently to

adjust pay of commissioned officers. The defense authorization bill signed by the President included a 2.4% increase in basic pay and a 5.2% increase in allowances. This should be reflected in the February pay statement.

RADM Dahlman also reported that the 1996 promotion cycle is getting underway. The new promotion precept is the agency recommendation. The agency could not recommend the officer or recommend the officer at one of four levels. These recommendation levels will correspond with 0, 55, 70, 85, or 100 points for the agency recommendation precept which is 15% of the total score awarded by the promotion board. The percent of officers eligible for promotion who will actually be promoted will not be available until later in the year.

As reported elsewhere in the minutes, LT Standish presented the handout and video tape on military courtesy at the meeting.

#### DCP Rep/Therapist Staffing Officer

CAPT Fromherz, Chief of Officer Development Branch and Therapist Staffing Officer retired in January. His position is currently being advertised. CDR McGarvey, CAPT Huylebroeck, and CAPT Birke are planning to recognize CAPT Fromherz.

CDR Sidney Stephens is now the acting therapist staffing officer. He attended the TPAC meeting and introduced himself. He may be contacted directly at (301) 594-3396 (bypasses the ODB phone menu) or by e-mail at [sstephen@psc.ssw.dhhs.gov](mailto:sstephen@psc.ssw.dhhs.gov)

CDR Stephens reported that the mechanism by which the agency recommendation score will be included as a promotion precept has not been finalized. As it now stands, the points associated with the agency recommendation will be entered into the computer before the promotion board scores the officer on the other five promotion precepts. Agency recommendation will not be noted directly on the rating sheet. The rationale for this approach is to prevent the agency recommendation from influencing the board members' rating of the other five precepts. After the scores on the other five precepts are entered into the computer, they will be combined with the agency recommendation score to establish the overall rank order list. CDR Stephens emphasized that this policy has been under frequent revision and may change again before the boards begin meeting. Promotion boards will begin meeting soon and continue through the last week of June. Results should be made available by the first week of July.

ODB sent out invitations to officers who will be eligible for promotion for the first time in 1997 to schedule an appointment to review their OPF. In the therapist category, this included 5 officers eligible for the O-4, 2 for the O-5, and 4 for the O-6.

Other announcements included the following:



- Career counseling will be available by appointment at the COA meeting. This will be advertised in the next DCP Bulletin.
- A revised COER has been sent to the typesetter. It allows more space for comments, condenses some questions, and drops some other items.
- Retirement seminars will be held in Tulsa after the COA meeting on May 16-17 and in the Rockville, MD area on Apr 25-26, Aug 29-30, and Nov 14-15.
- The awards board met on February 7.
- COSTEP application deadline is April 25 for appointments in the summer of 1996. Selections will be made March 13-15.
- Finally, CDR Stephens offered to post a copy of the TPAC minutes on the electronic bulletin board.

**ACTION ITEM:**

LCDR Siegel will provide CDR Stephens with the text of the minutes (not including attachments) for posting on the electronic bulletin board.

Recruitment and Retention Committee

CDR Sellers submitted an updated copy of the therapist roster. She reported that there has been a high level of interest in this unique document that lists both commissioned officer and civil service therapists. She acknowledged that CDR LaBranche has worked with her to maintain updated information on the computer. CDR McGarvey requested that the list also include phone numbers if possible. The updated roster is included in **Attachment H**.

**ACTION ITEM:**

All therapists are requested to notify CDR Sellers as soon as possible if their address changes so that the roster may be kept as current as possible.

COA Therapist Representative

No report was available.

Awards Task Force

CDR McGarvey reported that CAPT Birke will oversee development of a new awards system within the therapist category. The tentative plan is to develop awards in multiple areas, such as research, clinical care, education, and administration. The task force will develop the criteria for each award and the selection process. CAPT Birke has several blank plaques that could be engraved to serve as the awards. In the past, he has been successful in getting vendors to sponsor the cost of engraving the awards.

**ACTION ITEM:**

Any therapist interested in participating in the development of a new award system within the category are urged to contact CAPT Birke at (504) 642-4715.

Multidisciplinary participation from physical therapists, occupational therapists, speech/language pathologists, and audiologists are all needed.

## Education Task Force

LCDR Fultz provided a report of upcoming continuing education courses available for PHS officers (**Attachment I**).

CDR Nestor announced the wound course on Friday March 1 and Saturday March 2 described in the attachment. The afternoon session on March 2 will be for PHS officers only to exchange information. Thirty people have registered for the course. CAPT Huylebroeck and CDR McGarvey thanked CDR Nestor for his efforts in coordinating the course. CAPT Huylebroeck specifically mentioned that some therapists from the Army and Air Force will attend the course. He was pleased to offer the course to members of DOD because they have been generous in providing PHS officers slots in some of their courses.

CAPT Bell reported that a hand therapy seminar on peripheral neuropathy will be held in Carville on April 29 - May 1.

## P&amp;P Task Force

CDR Nestor announced that the Policy and Procedure Manual for the TPAC is currently under review by other task force members. When the revisions are made, CDR Nestor plans to distribute the document to TPAC members for comments. He hopes to present the final form of the document at the next TPAC meeting.

## Home Page Task Force

CDR McGarvey and Sandra Adams have completed a draft of introductory information for a therapist home page (**Attachment J**). An individual within the Rehabilitation Medicine Department at NIH is formatting the text of the information for the page which will probably sit on a computer at NIH. CAPT Richards and CDR Hurley are reviewing the last facility survey to decide what information could be included on the home page. They also reported that they have identified contacts within the IHS that could assist developing graphics for the page. CAPT Bell reported that individuals at Carville may also be able to assist in the effort. The plan is for the home page to go on-line in August.

## Medical Readiness

CAPT Trawick reported that 500 officers have enrolled in the Medical Readiness Corps including 20 therapists as of Feb 12. The response rate among the therapist category is at least as good as those of the other categories. The current database does not allow individuals to be readily identified by category, but OSG is revising the database system, so this information should be available soon. CAPT Trawick provided **Attachment K** describing the Medical Readiness Corps for any therapists that would still like to enroll. CAPT Trawick emphasized that keeping your supervisor and agency informed about your participation is critical.

## Therapist Category Archives

CDR Phillips received from CDR McGarvey a folder of information on the history of the category that was developed several years ago. However, she reported that the folder did not include the final draft of the report. She did find one heavily edited copy of an earlier draft. She noted that the draft report placed the greatest emphasis on physical therapy. CDR Phillips would like to expand the information in the document about the other disciplines within the category.

### **ACTION ITEMS:**

CDR McGarvey will review the TPAC archive material for a final draft of the original history of the category and forward any additional information available to CDR Phillips.

All therapists are requested to contact CDR Phillips via phone at (716) 263-6286 or fax at (716) 263-5816 to provide additional information about the history of their discipline in the PHS. In particular, CDR Phillips would like reprints of any articles that have profiled therapists in the PHS, any category specific chronologies of accomplishments, and the names and phone numbers of any individuals that have played important roles in the history of the category.

## Other discussion items

CDR Hurley reported that he had just completed teaching the pediatric section of the curriculum in the Army Baylor PT program and will teach again next year. He met with the current PHS student there who reported that he needs more information on military customs. CDR Hurley reported some difficulty sponsoring Baylor students on affiliation. Students are given one travel day to get to an affiliation site, which prevents them from driving to some of the affiliation sites in IHS. However, an automobile is needed on the affiliation. The Army has agreed to allow one more travel day so affiliates can drive to the site, but the Navy still allows only one day.

CDR McGarvey reported that he had sent three letters of thanks to the IHS for their

assistance in arranging the videoteleconferences that have allowed so many therapists in so many different geographical locations to participate in TPAC meetings.

See remaining **attachments (K-N)** for additional reports.

## VII. Adjourn

The meeting adjourned at 1200 hours. The next meeting will be held at the COA meeting in Tulsa in May, with a possible follow-up meeting via the usual arrangements in June. CDR McGarvey will notify members in April to announce the meeting schedule.

Respectfully submitted:

\_\_\_\_\_  
LCDR Karen Lohmann Siegel  
Secretary, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CDR Charles McGarvey  
Chair, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CAPT Michael Huylebroeck  
Chief Professional Officer,  
Therapist Category

\_\_\_\_\_  
Date

Addendum to Minutes:

A review of the TPAC archives on February 29 detected an error in the term lengths for TPAC members as noted in the roster published with the December minutes. The TPAC charter states that "the term of appointment shall begin July 1", so all August 30 dates for term expiration have been changed to July 1. In addition, the terms of two additional TPAC members are due to expire in 1996 not 1997.

Terms of TPAC members due to expire on July 1, 1996 include:

- Sandra Adams - completed two terms, **not** eligible for reappointment
- CDR Elaine Corrigan - completed two terms, **not** eligible for reappointment
- CDR Sherry Phillips - completed one term, **is** eligible for reappointment
- LT James Standish - completed one term, **is** eligible for reappointment

PLEASE NOTE!!

The self-nomination form is included in **Attachment E**. Please use this version of the form. It contains a corrected FAX number for CDR McGarvey. Previous versions of the form contain an **incorrect** FAX number. If you have sent in the self-nomination form by FAX in the past, please resubmit the form to CDR McGarvey at the corrected number.

**ACTION ITEM SUMMARY:**

The CPO and TPAC Chair will prepare a memo to RADM Dahlman requesting that DCP consider special pay for therapists in accordance with the DOD plan. They will circulate this memo to CDRs Corrigan and Brueggemann for their review prior to its release.

CDR McGarvey will contact RADM Dahlman in DCP to request that the TPAC receive notification that a therapist officer is retiring as soon as possible after the officer submits retirement papers.

CAPT Huylebroeck will try to identify a mechanism by which the personnel file of a retiring officer can be reviewed to make award recommendations.

CAPT Huylebroeck, CAPT Bell, and LT Standish will develop a plan on how to best distribute the video within the category within available funding limits.

CDR McGarvey will request that CAPT Thornton develop a task force to define the current definition and weighting of the mobility promotion precept and to recommend a mechanism by which TPAC could inform future board members of the policy.

LCDR Siegel will provide CDR Stephens with the text of the minutes (not including attachments) for posting on the electronic bulletin board.

Any therapist interested in participating in the development of a new award system within the category are urged to contact CAPT Birke at (504) 642-4715. Multidisciplinary participation from physical therapists, occupational therapists, speech/language pathologists, and audiologists are all needed.

CDR McGarvey will review the TPAC archive material for a final draft of the original history of the category and forward any additional information available to CDR Phillips.

All therapists are requested to contact CDR Phillips via phone at (716) 263-6286 or fax at (716) 263-5816 to provide additional information about the history of their discipline in the PHS. In particular, CDR Phillips would like reprints of any articles that have profiled therapists in the PHS, any category specific chronologies of accomplishments, and the names and phone numbers of any individuals that have played important roles in the history of the category.

**Standing items:**

All therapists are requested to notify CDR Sellers at (505) 782-5723 as soon as possible if their address changes so that the roster is accurate.

All therapists in the field that are planning to retire should notify the TPAC Chair of their intent as soon as their retirement papers are submitted.