

THERAPIST PROFESSIONAL ADVISORY COMMITTEE

POLICIES AND PROCEDURES MANUAL

(SUPPLEMENT TO TPAC CHARTER)

Revised August 2004

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INTRODUCTION

The TPAC Policy and Procedures Manual is a supplement to the TPAC Charter that clarifies the duties, responsibilities, and term of office (if not specified in the TPAC Charter) for the TPAC Chair, TPAC Secretary, Voting TPAC Members, TPAC Field Representatives, TPAC Field Representative Coordinator, TPAC Task Force Members, TPAC Task Force Chairpersons, TPAC Committee Members, and TPAC Committee Chairpersons. The TPAC Policy and Procedures Manual may be used by new and existing TPAC members as a reference.

The position descriptions are organized into the following sections:

- Title
- Term of Appointment
- Reports To
- Receives Information From
- Duties and Responsibilities

The TPAC Nomination Process is outlined beginning on page 18. A calendar of events for completing the nomination process is included in this section.

The appendices contain documents for TPAC members to refer to when completing their TPAC related duties.

POSITION DESCRIPTIONS

TITLE: THERAPIST CATEGORY CHIEF PROFESSIONAL OFFICER (CPO)

TERM OF APPOINTMENT:

The Therapist Category Chief Professional Officer (CPO) is appointed by the Surgeon General for 4 years. Once an officer has served a total of four years as the CPO he/she is not eligible for reappointment.

The CPO is an ex-officio member of the TPAC.

The CPO is a non-voting member of the TPAC.

REPORTS TO:

- Surgeon General
- Members of the Category

RECEIVES INFORMATION FROM:

Surgeon General
 Other Category CPOs
 TPAC Chair
 TPAC Members
 Members of the Category
 Representatives from Other Uniform Services
 Any source with information pertinent to the Category

DUTIES AND RESPONSIBILITIES:

1. Represent members of the Therapist Category on all USPHS therapist related issues.
2. Attend the Surgeon General's meetings with other CPO's and PAC Chairpersons. If the CPO is unable to attend the meeting he/she should designate a therapist representative to participate in the gathering.
3. Disseminate category-related information from the Office of the Surgeon General to members of the category through the TPAC unless time constraints dictate otherwise. He/she provides a communication link between the Surgeon General and the members of the Therapist Category.
4. Serve as the focal point for therapist professional consultation to the Surgeon General.
5. Prepare and submit reports to the TPAC.
6. Review all output of the TPAC, be it correspondence, reports, minutes of its proceedings, or other published material. The CPO may provide concurring or non-concurring comments but may not stop or unduly delay such transmittals to their appropriate destinations.
7. Represent the Therapist Category at Uniform Service meetings.
8. Serve as an advocate to promote the well being of the category.

TITLE: **TPAC CHAIRPERSON**

TERM OF APPOINTMENT:

The TPAC Chairperson is elected from the voting TPAC membership by a simple majority vote of the TPAC members. The election will be held in alternate years from the election of the TPAC Executive Secretary. The Chairperson shall serve one 2-year term with no opportunity for re-election to that post. In the event that the Chairperson becomes unavailable to serve, the Ex-Officio/Former Chairperson will assume the responsibilities of the TPAC Chairperson.

If the term of the Chairperson coincides with the expiration of that individual's membership on the TPAC, then that Chairperson will serve two years as an ex-officio member of the TPAC.

The TPAC Chairperson is a voting member of the TPAC.

REPORTS TO:

Therapist Category Chief Professional Officer
Members of the Category

RECEIVES INFORMATION FROM:

Chief Professional Officer
TPAC Executive Secretary
Members of the Category
Field Representatives
Committee/Sub-Committee Chairpersons
Task Force Chairpersons

DUTIES AND RESPONSIBILITIES:

1. Ensure that the mission, goals, objectives, and functions of the TPAC Charter are accomplished.
2. Represent and serve the members of the United States Public Health Service Therapist Category.
3. Ensure that the TPAC meeting agenda and appropriate background information is sent to the TPAC membership at least (10) calendar days prior to the TPAC meeting.
4. Schedule and hold TPAC meetings every other month throughout the operational year. The operational year begins July 1 and ends June 30.

5. Ensure that the minutes of TPAC meetings are compiled by the TPAC Executive Secretary. The minutes will be reviewed and approved by the CPO, the TPAC Chairperson, and the TPAC members.
6. Ensure that the TPAC meeting minutes and reports are distributed to all USPHS therapists, other CPO's, and other PAC Chairpersons. Distribution to therapists may be delegated through the TPAC Executive Secretary to the TPAC Field Representative Coordinator. TPAC may also provide selected materials to other USPHS officials and the Office of the Surgeon General to meet the objectives of the TPAC Charter.
7. Ensure that the TPAC Executive Secretary maintains permanent files containing the TPAC minutes, reports, and all other TPAC correspondence.
8. Prepare the TPAC membership nomination materials and attachments with the assistance of the TPAC Executive Secretary.
9. Ensure that the TPAC membership nomination requests are prepared and submitted for publication in the October and December TPAC meeting minutes and in the January Commissioned Corps bulletin.
10. Compile the responses to the nomination process Not Later Than (NLT) Feb 15th, and submit this list of nominees to the TPAC by March 1 and complete elections for new TPAC members by March 15, through paper vote.
11. Prepare and submit the TPAC membership nominations and all supporting attachments to the Office of the Surgeon General for review and action by April 1.
12. Prepare requests and justification for service awards from the Office of the Surgeon General for TPAC members leaving the committee. Request Letters of Appreciation for TPAC members and requests for USPHS Citation with plaque for the outgoing TPAC Chairperson and Executive Secretary should be initiated by March for award in August of each year.
13. Prepare and submit statistical reports and guidelines to the CPO and Surgeon General annually or upon request.
14. Conduct an annual assessment of the Therapist Category professional practices and personnel needs. These data shall be included in the CPO's annual report of the "State of the Category".

15. Receive annual budget proposals for the utilization of the Therapist Category's Henry Jackson Foundation Fund (see Appendix K), from the Finance Subcommittee. The annual budget proposal for the coming year will be presented to the TPAC members at the final meeting of the year (May or June). An annual budget will be considered and approved at the first TPAC Meeting of the year (July or August).

TITLE: TPAC EXECUTIVE SECRETARY

TERM OF APPOINTMENT:

The TPAC Executive Secretary is elected from the TPAC membership by a simple majority vote of the voting TPAC members. The election of the TPAC Executive Secretary will be held in alternate years from the TPAC Chairperson. Under normal circumstances the TPAC member elected as Executive Secretary shall serve a two-year term with no opportunity for re-election. However, if the election of both the TPAC Chairperson and the TPAC Executive Secretary unavoidably fall on the same year, the Executive Secretary shall serve a one-year term with the opportunity for re-election to two additional years. In the event that the Executive Secretary is unavailable to serve, the TPAC Chairperson will assign the Executive Secretary responsibilities to another TPAC Member.

The Executive Secretary is a voting member of the TPAC.

REPORTS TO:

TPAC Chair

RECEIVES INFORMATION FROM:

TPAC Chair

Chief Professional Officer

Members of the Category

Field Representative Coordinator

Committees/Sub-Committee Chairpersons

Task Force Chairpersons

DUTIES AND RESPONSIBILITIES:

1. Develop and distribute a TPAC meeting agenda and appropriate background information to the TPAC membership as least (10) calendar days prior to the TPAC meeting.

2. Assist the TPAC Chairperson with establishing the TPAC meeting schedule. Meetings will be held six (6) times annually, five regular meetings and one concurrent with the Commissioned Officers' Association Annual Meeting. The operational year begins July 1 and ends June 30.
3. Compile minutes of the TPAC meetings. The minutes will be reviewed and approved by the CPO, the TPAC Chairperson, and the TPAC members.
4. Distribute TPAC meeting minutes and reports to all USPHS therapists, other CPO's, and other PAC Chairpersons. Distribution to therapists may be delegated to TPAC Field Representatives. TPAC may also provide selected materials to other USPHS officials and the Office of the Surgeon General to meet the objectives of the TPAC Charter.
5. Maintain permanent files containing the TPAC minutes, reports, and all other TPAC correspondence.
6. Prepare the TPAC membership nomination materials and attachments with the assistance of and under the direction of the TPAC Chairperson.
7. Prepare the TPAC membership nomination requests and submit them for publication in the October and December TPAC meeting minutes and in the January Commissioned Corps bulletin.
8. Compile the responses to the nomination process Not Later Than (NLT) Feb 15th and submit the nominee list to TPAC by March 1. Complete elections for new TPAC members by March 15, through paper vote. Compile election results.
9. Prepare the TPAC membership nominations and all supporting attachments for Office of the Surgeon General review and action by April 1.
10. Assist TPAC Chair with requests and justification for service awards from the Office of the Surgeon General for TPAC members leaving the committee. Request Letters of Appreciation for TPAC members and requests for USPHS Citation with plaque for the outgoing TPAC Chairperson and Executive Secretary should be initiated by March for award in August of each year.
11. Assist Chair with correspondence to/from the members of the category.
12. Maintain membership log of present and past TPAC Membership to ensure compliance with the TPAC Charter in regards to limits of TPAC membership.

13. Maintain membership log of TPAC sub-committees and task force groups as reported by the sub-committee chairpersons prior to each TPAC meeting.
14. Maintain a category roster as reported by the Field Representative Coordinator prior to each TPAC meeting.

TITLE: TPAC MEMBER

TERM OF APPOINTMENT:

TPAC members are appointed for a three-year term as a voting member with the opportunity for an additional three-year term. Once a member has accumulated a total of six years of service on the TPAC he/she is not eligible for reappointment.

REPORTS TO:

TPAC Chair
Members of the Category

RECEIVES INFORMATION FROM:

Members of the Category
TPAC Chair
Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Attend TPAC meetings. Attendance may be accomplished in person, via teleconference or phone conference. If unable to attend, the TPAC members should appoint/designate an alternate (proxy) for voting purposes.

Any TPAC member that misses two or more meetings in a calendar year without alternate representation may be asked by the TPAC Chairperson to voluntarily resign from the TPAC. The TPAC Chairperson may also initiate a request to the Surgeon General to terminate the absentee member from the TPAC.

2. Submit TPAC meeting agenda items at least two weeks prior to meetings.
3. Serve members of the category and meet the objectives of the TPAC Charter. The TPAC member functions in a resource and advisor capacity to assist in the development, coordination, and evaluation of activities related to all therapists in the United States Public Health Service. Specific objectives and functions are listed in Sections III and IV of the TPAC Charter.

- 4. Serve as Committee or Sub-Committee Chairpersons as determined by TPAC action.
- 5. Communicate information in the form of reports, statistical data or documents to therapists and other interested individuals within their agencies. This duty may be delegated to the appropriate field representative.

ALTERNATE (PROXY) PROCEDURES

If a TPAC member is unable to attend the TPAC meeting, an alternate should be appointed. The following procedures should be followed for appointing an alternate (proxy) for TPAC voting purposes.

The alternate (proxy) shall be identified in writing to the TPAC Chairperson. Written notification (letter, memo, FAX) must be received prior to the convening of the TPAC meeting. A copy of the written notification will become an attachment to the official record of the TPAC minutes maintained by the TPAC Executive Secretary.

Below is an example of a blank proxy form:

PROXY

KNOW ALL MEN by these present, that I, the undersigned member of the Therapist Professional advisory Committee (TPAC) hereby constitute and appoint _____ my true and lawful attorney, agent, and proxy at the regular meeting of the TPAC to be held at _____, _____, on _____, _____, 200_, from _____ to _____ and at any adjournment of said meeting, for me and in the transaction of such business as may come before said meeting, fully as I could do it personally present.

DATED: _____

SIGNED: _____

TITLE: **TPAC FIELD REPRESENTATIVE**

TERM OF APPOINTMENT:

TPAC Field Representatives are appointed by the executive action of the TPAC for a variable term to meet the needs of the Category. Field Representatives are appointed by the Field Representative Coordinator with concurrence by the TPAC Chair and agency chief professional officer (if applicable) in consultation with the TPAC membership.

Field Representatives are appointed for a three-year term with the opportunity for additional non-consecutive three-year terms.

Field Representatives are non-voting members of the TPAC.

REPORTS TO:

Field Representative Coordinator
TPAC Chair
Members of the Category

RECEIVES INFORMATION FROM:

Members of the Category
TPAC Chair
Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Represent therapists in the field that are assigned to the Field Representative by the TPAC. These groups will be proportionately assigned to each Field Representative according to discipline and or agency so that representation is equitable.
2. Contact those therapists assigned to them prior to the TPAC meetings to compile information from the field that reflects the accomplishments and activities of the USPHS therapists in the field.
3. Submit field reports to the Field Representative Coordinator at least two weeks prior to the regular scheduled TPAC meetings. (NOTE: Information needs to be provided in digital format in Microsoft Word and sent via e-mail attachment).
4. Conduct field surveys of therapists in the field as directed by the TPAC. Each field representative is assigned a number of individual therapists to represent and

survey. The Field Representative may be contacted by the TPAC Chairperson to get feedback and/or input from therapists in the field on matters of importance to the Therapist Category, the Office of the Surgeon General, and the USPHS.

5. Distribute category related information to therapists in the field.
6. Identify and maintain a registry and roster of those Civil Service and Commissioned Corps therapists assigned to them and submit the roster to the Field Representative Coordinator at least two weeks prior to each TPAC meeting. This roster shall be updated as needed and published in the TPAC minutes at least annually.
7. ¹Designated Field Representatives, on a quarterly basis, will compile data about their agency regarding:
 - a. The total number of Therapist's billets and in what disciplines
 - b. The total numbers of current openings by discipline, (ie. PT, OT, SLP, Audiologists)
 - c. The total numbers of anticipated openings by discipline.

This information will be provided to the Therapist Recruitment Coordinator.

THERAPIST PROFESSIONAL ADVISORY COMMITTEE

FIELD REPORT MEMORANDUM FORMAT (Maximum two pages)

- I. CONGRATULATIONS TO:
- II. POSITIONS OPEN/ANTICIPATED OPENINGS:
(CONTACT PERSON & TELEPHONE NUMBER)
- III. NEWS FROM THE FIELD:
- IV. WELCOME/FAREWELL TO:
- V. PRESENTATIONS:
- VI. PUBLICATIONS:
- VII. DEPLOYMENTS:

* Designated Field Representatives are appointed this additional responsibility by the TPAC Chairperson.

VIII. CURRENT RESEARCH:

IX. FUTURE AGENDA ITEMS FOR THE TPAC TO CONSIDER:

X. CHANGES IN THE ROSTER: (rank, email address, mailing address, etc.)

TITLE: TPAC FIELD REPRESENTATIVE COORDINATOR

TERM OF APPOINTMENT:

The TPAC Field Representative Coordinator is appointed by executive action of the TPAC for a term of three years with the opportunity for additional nonconsecutive three-year terms.

REPORTS TO:

TPAC Chair
TPAC Secretary
Members of the Category

RECEIVES INFORMATION FROM:

Members of the Category
Field Representatives
TPAC Secretary
TPAC Chair
Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Mentor Field Representatives with respect to the duties and responsibilities of the field representative.
2. Submit field reports to the TPAC secretary in the format described under duties and responsibilities of the Field Representative.
3. Provide a Field summary report at each TPAC meeting.
4. Provide a roster of the field representative to the TPAC executive secretary as changes occur in staffing in the field.
5. Manage the field representative selection in concurrence with the TPAC chair at the end of each Field Representative's term.

6. Serve as point of contact for information to and from the field.

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.

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.

REPORTS TO:

TPAC 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/Sub-Committee Chairperson is directly responsible to the TPAC 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.

TITLE: TPAC COMMITTEE/SUB-COMMITTEE MEMBER

TERM OF APPOINTMENT:

TPAC Committee/Sub-Committee Members are appointed by the committee/subcommittee chairs with the final approval of the TPAC Chair required for a variable term to meet the needs of the Category.

Once appointed, a Committee/Sub-Committee Member continues to serve until he/she is replaced by the TPAC action, the Sub-Committee force is abolished by the TPAC or the Sub-Committee member resigns and the resignation is accepted by the TPAC.

REPORTS TO:

TPAC Chair
Members of the Category
Committee Chairperson
Sub-Committee Chairperson

RECEIVES INFORMATION FROM:

Members of the Category
TPAC Chair
Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Committee/Sub-Committee members serve under the direction of the Committee/Sub-Committee Chairperson.

2. Committee/Sub-Committee member works to achieve the specific objectives and functions described in the orders 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.
3. Committee/Sub-Committee members shall assist the TPAC Committee/Sub-Committee Chairperson with development of regular progress reports.

TITLE: TPAC TASK FORCE CHAIRPERSON (LEADER)

TERM OF APPOINTMENT:

The TPAC Task Force Chairperson (Leader) is appointed by executive action of the TPAC for a variable term to meet the needs of the Category.

Once appointed, the Task Force Chairperson (Leader) continues to serve until he/she is replaced by the TPAC action, the task force is abolished by the TPAC or the task force chairperson (leader) resigns and the resignation is accepted by the TPAC.

REPORTS TO:

TPAC Chair

Members of the Category

RECEIVES INFORMATION FROM:

Members of the Category

TPAC Chair

Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. The Task Force Chairperson (Leader) is directly responsible to the TPAC Chairperson for the completion of the task order established by the TPAC.
2. The Task Force Chairperson (Leader) and Task Force members work to achieve the specific objectives and functions described in the task order and assigned to them by the TPAC. The Task Force will be provided information about the expected outcome (product), the resources available to them to accomplish the task, and the time frame for completing the task.
3. The Task Force Chairperson (Leader) shall provide the TPAC Chairperson and Executive Secretary with reports of Task Force progress prior to each TPAC meeting and a final report when the task is completed. The report format should

include the name of task force members, vacancies for membership, meeting dates, action items addressed, accomplishments, deadlines, and assignments.

4. Once the task order is completed, the task force shall be abolished.

TITLE: TPAC TASK FORCE MEMBER

TERM OF APPOINTMENT:

TPAC Task Force Members are appointed by executive action of the TPAC for a variable term to meet the needs of the Category.

Once appointed, a Task Force Member continues to serve until he/she is replaced by the TPAC action, the task force is abolished by the TPAC or the task force member resigns and the resignation is accepted by the TPAC.

REPORTS TO:

TPAC Chair
Members of the Category

RECEIVES INFORMATION FROM:

Members of the Category
TPAC Chair
Chief Professional Officer

DUTIES AND RESPONSIBILITIES:

1. Task Force Members serve under the direction of the Task Force Chairperson.
2. Task Force members work to achieve the specific objectives and functions described in the task order assigned to them by the TPAC. The Task Force will be provided information about the expected outcome (product), the resources available to them to accomplish the task, and the time frame for completing the task.
3. Task Force members shall assist the TPAC Task Force Chairperson (leader) with development of quarterly progress and final reports.
4. Once the assigned task is completed, the task force shall be abolished.

TITLE:***DISCIPLINE LIAISON***

Each section represented in the Therapist Category of the Commissioned Corps will have a designated Discipline Liaison. Representation of this position will come from following areas: Physical Therapy, Occupational Therapy, Speech Language Pathology, and Audiology.

SELECTION PROCESS AND TERM OF APPOINTMENT:

The Discipline Liaison position is an appointment made by the Chief Professional Officer (CPO) and the Therapist Professional Advisory Committee (TPAC) Chairperson. Term of office is to be designated by the CPO. The appointment will be for two (2) years, with the option to renew the appointment for an additional two (2) years. Self-Nominations for each liaison position will be given to the CPO and TPAC Chair when there is a vacancy for the position. Individuals seeking appointment must be a senior officer in the Commissioned Corps (or of an equal civilian status) and must demonstrate extensive knowledge of the Commissioned Corps and be a recognized member of the specific professional discipline.

REPORTS TO:

Surgeon General (as requested)
Chief Professional Officer (directly)
Chair, TPAC (directly)

RECEIVES INFORMATION FROM:

Surgeon General
Chief Professional Officer
Chair, TPAC
Representatives from Other Uniform Services
Representatives from each Professional Category (American Physical Therapy Association, American Occupational Therapy Association, American Speech Language Hearing Association, American Academy of Audiology)
Any source with information pertinent to the Category

DUTIES AND RESPONSIBILITIES:

1. To serve the Surgeon General, CPO and TPAC Chair regarding specific issues/tasks related to each professional discipline.
2. To represent the CPO at Quad Service Meetings for each designated discipline as requested.

3. Disseminate specific professional related information to the Office of the Surgeon General, CPO and Chair TPAC. He/she will serve as the communication link with issues related to each discipline.

TITLE: **THERAPY CATEGORY HISTORIAN**

TERM OF APPOINTMENT:

The TPAC chair appoints the Historian. The Historian is a non-voting TPAC Member, unless a TPAC voting member is delegated to the position. Prior to completion of the Historian's term the TPAC membership may revisit the job description and consider a review of the assigned duties and tasks completion. The Historian's term is two (2) years and can be extended to a second term by the TPAC chair and TPAC membership, for a total of four (4) years.

REPORTS TO:

Information Management Committee Chair

DUTIES AND RESPONSIBILITIES:

1. The Historian creates a report for the Information Management Committee Chair prior to each TPAC meeting and plans to discuss its contents, if necessary, with the TPAC Chair. The report should include but not be limited to: Photographs and noteworthy PHS items. The Historian is responsible for interviewing TPAC members and non-members if the information would add to our archives. The Historian will consult with the TPAC chair for clarification of inclusion when necessary.
2. The historian shares this report with our PHS Historian once approved by the TPAC membership.
3. The Historian collects copies of lectures, public presentations, journal publications or research activities as authored by TPAC membership and U.S. Public Health Service, Commissioned Officers.
4. The Historian contacts the other PHS--PAC historians or PAC chair's to collect and secure information that is of historical value to the Therapy Category. This information in turn will be added to our archives.
5. The Historian establishes and maintains a list of contacts and acquisitions.

NOMINATION PROCESS

The nomination of therapists for membership on the TPAC is an ongoing process requiring year round activity by the TPAC Chairperson, TPAC Executive Secretary, and TPAC members. The process is designed to replace or reappoint one third of the TPAC membership each year. TPAC membership is open to all members of the Therapist Category. The nomination process provides each therapist access to the TPAC. The annual events described below must be completed to meet the nomination guidelines for PAC members as set forth by the Office of the Surgeon General.

1. TPAC must establish a mechanism to replace or reappoint one third of the TPAC members each year. Section VII, Term of Appointment, of the TPAC Charter establishes this mechanism, e.g. "The term of appointment for a voting members shall be three (3) years. TPAC vacancies will be scheduled so that approximately one-third of the members will rotate off the TPAC annually." The term of appointment shall begin July 1. New members of the TPAC shall begin their tour of duty July 1 and attend their first TPAC meeting during the August meeting.
2. During the October and December meetings of the TPAC, TPAC shall solicit, through official publications (TPAC Minutes and Commissioned Corps Bulletin) and other appropriate means, nominations for vacancies on the TPAC from all individuals in the therapist category. Self-nominations and volunteers will be solicited through a "Self Nomination" form, which will be included in the October and December TPAC meeting minutes. A letter requesting self-nominations will also be sent to the editor of the Commissioned Corps Bulletin so that information is published in the December or January Bulletin.
3. The deadline for nominations should be set so the TPAC may determine which nominees will be recommended to the Surgeon General for membership on the TPAC. The deadline for self nominations is February 15, so the list of nominees can be submitted to the TPAC membership for vote concluded by March 15.
4. Selection of new members will primarily be based on, but not limited to, the individual's nonmember TPAC involvement and participation. (i.e. meeting attendance, and committee and task force participation.) For those running for their second term, selection will primarily be based on their previous TPAC contributions.
5. The TPAC Chairperson, TPAC Executive Secretary, and Therapist CPO shall identify, by name those individuals qualified to fill anticipated vacancies.

Guidelines for appointment may be found in Section V, Membership, of the TPAC Charter.

5. The names of the TPAC nominees and two alternates will be transmitted to the appropriate agency administrators for consideration and approval. Attachments: Letters to Agency Heads listing current and proposed agency representation on the TPAC, letters from agency head to TPAC to Approve/Disapprove nominees.
6. The TPAC Chairperson and TPAC Executive Secretary shall prepare eligibility and demographic documentation describing the existing TPAC membership and the proposed membership. This documentation will include the items in Appendix H, PAC/CPO Organizational Maintenance Forms.

All supporting documentation, memorandums, attachments, letters, etc. MUST, by charter, be completed and received by the OSG at least 60 calendar days PRIOR to the expiration of the regular term of the TPAC member being replaced or reappointed. ALL documentation must be received by the OSG by May 1st of each year for timely processing of the nomination material. ***It is recommended, however, that all documentation be into the OSG by April 1st, to prevent undo delay in processing election results.***

7. New TPAC members should begin their term of office July 1 and attend their first TPAC meeting during the August TPAC meeting.
8. Requests for Letters of Appreciation for service on the TPAC should also be prepared and sent to the OSG for review and award to outgoing TPAC members. Requests for USPHS Citations with Plaque should also be prepared for the outgoing TPAC Chairperson and TPAC Executive Secretary if his/her term of office is expiring with their membership on the TPAC.
9. Should the need arise to fill an unexpired term, the first alternate on the rank ordered voting summary from the most recent selection process will serve for this remainder of this term, with the provisions described below. The designated alternate's nomination package will be conveyed to the Surgeon General as soon as possible for action.

Therapists nominated to fill an unexpired term shall serve no less than one (1) year and no more than two (2) years. Once the unexpired term is completed, the TPAC member must compete for reappointment to the regular three (3) year term of membership on the TPAC in accordance with the TPAC Charter. Once a TPAC member has accumulated a total of six (6) years of service on the TPAC, he/she is not eligible for reappointment.

NOMINATION PROCESS CALENDAR OF EVENTS

The TPAC Chairperson is responsible for the timely completion of the nomination process each year. Specific tasks related to completion of the nomination process may be delegated by the TPAC Chairperson to the TPAC Executive Secretary and TPAC members.

<u>DEADLINE DATE</u>	<u>ACTION NEEDED</u>
July 1	Start TPAC Operational Year
August	New TPAC members attend 1 st meeting
October-December	Solicit TPAC nominees for next year: <ul style="list-style-type: none"> ○ Solicit in October and Dec. TPAC meeting and minutes ○ Solicit in Dec and Jan Commissioned Corps Bulletin
Feb 15	Close nominations
March 1	Distribute list of nominations to TPAC members.
March 15	Complete elections.
March 15-March 30	Obtain signatures on letters to agency heads requesting approval of nominees. Finalize list of nominees
April 1	Submit list of nominees and all supporting documentation to OSG (See Appendix H for checklist)
April	Submit requests for OSG recognition of departing TPAC members (See Appendix I for examples)
July-September	Install new TPAC members Recognize departing TPAC members (OSG Certificate of Appreciation or USPHS Citation)

APPENDIX K: Henry Jackson Foundation (HJF) Special Project Fund

The Henry M. Jackson Foundation for the Advancement of Military Medicine

(a) There is authorized to be established a nonprofit corporation to be known as the Henry M. Jackson Foundation for the Advancement of Military Medicine (hereinafter in this section referred to as the "Foundation") which shall not for any purpose be an agency or instrumentality of the United States Government

(b) It shall be the purpose of the Foundation

- (1) To carry out medical research and education projects under cooperative arrangements with the Uniformed Services University of the Health Sciences,
- (2) To serve as a focus for the interchange between military and civilian medical personnel, and
- (3) To encourage the participation of the medical, dental, nursing, veterinary, and other biomedical sciences in the work of the Foundation for the mutual benefit of military and civilian medicine.