

Physician Assistant Professional Advisory Group
U.S. Public Health Service
March 9, 2007
1830 - 2000

Attendance	Rank	Last Name	First Name	OPDIV
Present	LCDR	Zink	James	DHS
Present	LT	Branch	Tracy	HRSA
Present	LCDR	Bonfiglio	Susan	BOP
Present	LCDR	Hawkins	Camille	OCCO
Present	LT	Bunnell	Rebecca	HRSA
Present	LT	Burt	Brian	BOP
Present	CDR	Placide	Frances	IHS
Present	CDR	Hunter-Buskey	Robin	BOP
Present	LCDR	Harris	Robert	HRSA
Present	LCDR	Tahiru	Adam	HRSA
Present	LCDR	Pelkey	Michele	NOAA
Excused	LT	McKinnon	Mark	OS
Present	LT	Hager	Paul	IHS
Present	LTJG	Martindale	Howie	NHSC
Excused	LT	LaFleur	Phillip	BOP
Present	LT	Morrison	Denise	HRSA
Present	LT	Morris	Katherine	IHS
Guest	LT	Faytong	Eduardo	DHS
Guest	LT	Cruz	John	BOP

Call to order

Meeting was called to order at 1632.

Approval of Minutes

Minutes of Feb 8 minutes were approved with corrections.

Summary and Status of Action Items

All open items were reviewed and updated; please see attached.

PAPAG Chair Report – LCDR Zink

LCDR Zink on AL. We are fully involved in the transformation of the Corps process and assisting the HSPAC with several special projects. I would like to thank the PAPAG members who are working on these projects.

LT Branch has been Acting Chair in LCDR Zink’s absence. Copy all reports to LT Branch. LCDR Zink will be back in Philadelphia 3/17. Until then his only contact is by phone @202-329-1546. He is four hours behind EST.

Subcommittee Reports

Communications Committee

LT Tahiru and LT Morris

LCDR Tahiru has been gone as well. Nothing new to report. Has been catching up on current issues during the transition period to the new Committee Chairs.

Readiness Committee

LT Hager and LTJG Martindale

Contacted officers listed as Not Basic Qualified as of February 2007. Thirty three percent of those officers are no longer listed as Not Basic Qualified. Officers are appreciative of the contact and the offers to assist. Bad news is that there is a seventy-eight percent increase in March Not Basic Qualified list. Either the committee is getting a more accurate Not Basic Qualified List or PA's are being added faster than they are coming off the list.

Professional Development Committee

LCDR Harris and LT Morrison

The Professional Development Subcommittee is near completion of the PA Career Path and Training Matrix. A draft is due out to the PAG in the next few days for comments. Suggestions will be added to the matrix as needed.

LT Bunnell asked for volunteers who are familiar with or currently in director positions to bring their descriptions to the table – time is of the essence. Deadline for input is 3/15. A Conference Call was set up for Monday 3/12 @1900, same call in number as the PAPAG meeting to revamp the matrix for PA's. Each is to bring their agency piece and knowledge of the job description.

Membership Committee – LT Branch

The current PAPAG By-Laws call for a total of 20 voting members, presently we have 17. December 31, 2007 the term of 9 of our current members will expire leaving the PAPAG to recruit 11 new voting members for 2008. The deadline for submission of nomination forms is August 1st. In anticipation of the large number of new members we will need to recruit, recruitment activity will begin in April and carry through the August 1st deadline.

Policy Committee

LCDR Hawkins is currently looking at the old policies for updating and will bring suggestions to the next meeting.

LT Branch brought up that there is currently no Senior Advisor for the PAPAG. The Bylaws will be looked at to determine if it is required or an option.

Recruitment and Retention Committee

LT McKinnon and LCDR Pelkey

No report. LCDR Bonfiglio will forward the Retention e-mail, Retention letter and Separation Checklist that was developed by last year's committee to 2007 members.

Welcoming Committee

LT Burt

Welcome Packets were sent out to three new physician assistants. The committee is also working on the addition of a “How to Wear Your Uniform” section.

LT Branch recommended that all communication with new PAs be copied to the Communications Committee.

Ad Hoc COA Subcommittee

LT McKinnon and LT Bunnell

The topic and the Speaker for the AAPA Chapter Lecture Series have been finalized. LT McKinnon has provided all required information to the Speaker.

An e-mail will be initiated by LT Bunnell to determine how many are going to the COA meeting from the PAPAG. She requests that response is made whether going or not.

Awards Committee

CDR Placide

CDR Placide reports not having received any nominations to date for the PA of the Year Award and urged members to seek out recommendations. It was clarified that PAPAG members are not eligible but may nominate someone. Also, the nomination can come from someone you tangentially know, it does not have to come from a supervisor.

Compensation Workgroup

CDR Placide, LT Stephen Smith, LT Ron Pinhiero

Nothing new to report. We are awaiting CPO response on Decision Memo re: Critical Skill Retention Bonus.

IHS Liaison – CDR Placide

The Chief Clinical Consultant for PAs attended the National Combined Clinical Council in San Diego at the end of February.

The PA/APRN Annual Conference scheduled for May 21-25 in Scottsdale, Arizona.

IHS PA will be recruiting at the AAPA Conference in May 2007.

JOAG Liaison – LTJG Martindale

JOAG meeting was held Feb 9 with Acting Surgeon General Moritsugu as Guest Speaker. He essentially gave a ‘pep talk’. Following are some of the highlights:

- Very proud of the PHS due to the fact that 80.8% were Basic Qualified by 12/31/06.
- “With all the changes in Transformation have a hand in your destiny or have your destiny handed to you.”
- There is no longer a 30 year cap on retirement income. One can go 40 years and get 100% OF YOUR BASE PAY.
- Coast Guard Officers are designated across the board as Mission Critical and therefore cannot deploy. He emphasized that it will not impact their promotions.

- The Transition is going well as far as the paperwork is concerned but lacks funding for the initiatives across the board – all 5 RDFs have been postponed.
- All the Surgeon Generals in other services have been talking about DOD billets for PHS officers.
- Work Groups are attempting to get incentive pays for Hazardous and Hardship tours.

Next JOAG meeting is 4/13@1300 EST.

PHSAPA Liaison – LCDR Hawkins

Several different initiatives with greater than 50% vote will start again with AAPA. One initiative is for an additional newsletter which received a very positive response. Another is membership. Several different fund raising events are being formulated.

It was noted that the PHSAPA application is not currently available on the Web. Camille noted that a call for membership and renewals had been sent out on the list serve not too long ago attached with the Dining Out ticket for the AAPA meeting. Camille asked that anyone who has not heard on their renewal e-mail her.

New Business

LT Bunnell noted that the HSPAC report was not listed as an agenda item for this meeting. This will be corrected and the current report will be sent out as an attachment with this month's meeting with bulleted highlights.

Billet Descriptions and KSA (Knowledge, Skills and Ability): LT Bunnell reported that those specific to PA's will be relooked at. At the present time no one on the HSPAC or the Billet Transformation Workgroup is aware of any KSAs for PA positions. There currently is a push to move the CC and Civil Service info to the Quick Hire System. On this system there are 3-12 KSA questions requiring answers in addition to a CV and Cover Letter. CDR Placide noted that the USA Job series for PAs is 0603.

Standard billets are being looked at over the next two weeks. The first deadline for KSAs is 3/12. Standard billets will be expected over the next two weeks which focus on the Health Services Career Path and Training Matrix. Monday, 3/19 @ 1900 EST was set for a conference call to discuss billets and KSAs. The call in number and pass code is the same as the PAPAG meeting. The Matrix will be sent out again to all voting members for input and participation in the 3/19 Conference call.

LT Burt is spearheading a fundraiser at the COA Conference involving professional studio photography for officers in uniform. Packages will be offered. This has been approved by the COA as well as the company contracted to do the conference.

It was requested by committee members that the Actions items be updated and sent out within a week. LCDR Bonfiglio requested that committee reports be forwarded within 7-10 days so minutes could be drafted and sent out within two weeks to allow time for review before the next meeting.

Adjournment

The meeting was adjourned at 2022 hours.

**The next teleconference will be held Thursday, April 12, 2007 @ 1830 hrs EST.
The call-in number is 1-866-619-7571; Pass code number 427- 4208.**

Meeting minutes draft prepared by LCDR Bonfiglio, PAPAG Secretary.

Addendum attached: HS PAC Liaison Report, LT Bunnell

HS PAC Liaison Report:

As of October 2006 the Army physician assistants were able to apply for a Critical Skills Retention Bonus (CSRB). The CSRB ranges from \$5,000 for a one year commitment to \$25,000 for a four year commitment. A physician assistant workgroup is exploring the possibility of requesting a similar bonus for USPHS physician assistants. There are multiple disciplines in the USPHS that already receive a CSRB.

Special thanks to LCDR Jason Jurkowski and staff for their hard work in contacting approximately 400 HSO's that lost Basic Readiness in December 2006. They were able to get 350 of these individuals up to date. As of 12/31/06 the Corps has a Basic Readiness of 80.4% and the HSO Category has a Basic Readiness of 85.4%.

Officers are requested to reach out to your Regional Health Administrator (RHA). There are multiple things officers could volunteer to help the RHAs with including Aide-de-camp assistance.

The deadline for those interested in applying to join the HS PAC for January 2008 will be in June 2007. If you are a physician assistant and are interested in applying for the HS PAC but have questions, please feel free to contact LT Rebecca Bunnell at rbunnell@hrsa.gov.

Finally, the HS PAC Billets Workgroup is being lead by CDR Bersani with assistance from LT Rebecca Bunnell. There is a tight timeline for this project as the Corps Workgroup would like all Corps Billets re-written by the end of June 2007. The Billet Transformation is focused on helping to identify or match officers to available billets so that both agencies and officers can mutually locate positions/officers that might be a good fit. The factors in the billet transformation are: Education/Experience, Accountability, Supervisory Responsibility, Personal Responsibility, Work Content, and Special Assignments (including Hazardous Duty). There are points assigned to each of the six factors and these points will generate the billet grade. During the re-writing of the billets the categories will be involved in the development of the standard components while the agencies will manage other aspects. It is expected that the billets will be developed and field tested by multiple officers/agencies before full implementation. The plan for actual implementation has not been determined as of yet... it has not been decided if the billets will change for every officer immediately or if there will be a grace period. There also have not been any decisions made about grandfathering or an appeals process.