

**I. Introduction of Members in Attendance**

<b>N-PAC Voting Membership</b>					
<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Term</b>	<b>Attendance</b>
CAPT	Poindexter	Michelle	AT LARGE (USDA)	Oct 07 – Sep 10	<b>Present</b>
LCDR	Strong	Donna	BOP	Oct 06 – Sep 09	<b>Present</b>
LT	Thomas	Timothy	BOP	Oct 07 – Sep 10	<b>Present</b>
LT	West	Christine	CDC	Oct 06 – Sep 09	<b>Absent</b>
CAPT	Rossi-Coajou	Mary	CMS	Oct 06 – Sep 09	<b>Present</b>
LCDR	Zorrilla	Delia	DHS/ICE	Oct 06 – Sep 09	<b>Absent</b>
CDR	Belsito	Linda Jo	DHS/ICE	Oct 07 – Sep 10	<b>Absent</b>
CDR	Berkhousen	Katherine	CHAIR (FDA)	Oct 06 – Sep 09	<b>Present</b>
CAPT	Trent-Adams	Sylvia	HRSA	Oct 07 – Sep 10	<b>Present</b>
CAPT	Stephens	Leslie	IHS	Oct 06 – Sep 09	<b>Present</b>
CDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	<b>Present</b>
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	<b>Absent</b>
CDR	Orsega	Susan	NIH	Oct 07 – Sep 10	<b>Present</b>
LCDR	Matlock	Ann Marie	NIH	Oct 07 – Sep 10	<b>Present</b>
CAPT	Kelly	David	OS	Oct 05 – Sep 08	<b>Absent</b>
CDR	Deffinbaugh	Kim	PSC	Oct 06 – Sep 09	<b>Absent</b>
LCDR	Haynes-Battle	Josefine	SAMHSA	Oct 07 – Sep 10	<b>Excused</b>
CDR	Blevins	Justin	USMS	Oct 06 – Sep 09	<b>Absent</b>
<b>EX-OFFICIO</b>					
RADM	Romano	Carol	OSG/NIH/CNO	Open	<b>Absent</b>
CDR	Gordon	Veronica	Executive Secretary	Jul 07 – Sep 09	<b>Excused</b>
CAPT	Merced	Florentino	SAMSHA	Oct 06 – Sep 09	<b>Absent</b>
LCDR	Magnotta	David	Nurse Category CAM	Oct 06 – Sep 09	<b>Absent</b>
CAPT	Bangs	Gary	Liaison, EPA	Oct 06 – Sep 09	<b>Absent</b>
CDR	Doan	Jenny	Liaison, DoD	Oct 06 – Sep 09	<b>Present</b>
CDR	Denis	Patrick	Liaison, OFRD	Oct 06 – Sep 09	<b>Excused</b>
CAPT	Dandridge	Beverly	Nurse Category AR Lead	Apr 08 – Sep 10	<b>Absent</b>
LCDR	Pryor	Thomas	ARP Coordinator	Apr 08 – Sep 10	<b>Excused</b>
CDR	Adams-King	Janice	Chair, Public Health Advocacy ad hoc Group	Apr 08 – Sep 10	<b>Absent</b>
CDR	Larkin	Sue	Liaison, FedNA	May 08 – Sep 10	<b>Absent</b>
CDR	Bernato	Laurie	Chair, Esprit de Corps ad hoc group	Apr 08 – Sep 10	<b>Present</b>
LT	Hardin	Joshua	Liaison, COF Financial	Mar 08 – Sep 10	<b>Absent</b>
<b>ATTENDANCE ROSTER</b>					
<b>BOP</b>					

Agency	Rank	Last Name	First Name	Agency	Rank	Last Name	First Name
BOP	CDR	Bridges	Paula				
BOP	CDR	Pollard	Anita				
BOP	LT	Price	Valisha				
<b>CDC/ATSDR/NIOSH</b>							
CDC	CDR	Collins	Amy	CDC	LCDR	Valderrama	Amy
<b>CMS</b>							
CMS	LCDR	Arena	Michelle	CMS	LCDR	Karikari-Martin	Pauline
<b>DHS/DIHS/ICE/USCG</b>							
DHS	CAPT	Slepski	Lynn	DIHS	CDR	Broussard	Johnny
				ICE	CDR	Fuller	Barbara
				DIHS	CDR	Belisto	Linda
DIHS	LCDR	Frenth	Cathy	DIHS	LT	Emmanuel	Chandra
DIHS	LT	Nguyen	Maria	DIHS	LCDR	Rekward	William
DIHS	CDR	Karlson	Clarie	DIHS	CDR	Smith	Deanna
DIHS	CDR	McCardle	Cynthia	DIHS	LT	Grafton	Adams
<b>DOD/TMA</b>							
<b>FDA</b>							
FDA	LCDR	Moukhtara	Aline	FDA	LCDR	Secrist	Sherry
<b>FDA</b>							
FDA	LTJG	McBryde	Stacie	FDA	CDR	Kings-Adams	Janice
FDA	CDR	Anderson	Amy	FDA	CDR	Mangigian	Stephanie
FDA	CDR	Provost		FDA	CDR	Sweeney	Colleen
FDA	LCDR	Valderrama	Amy	FDA	LCDR	Longstaff	Laura
<b>FOH/PSC</b>							
FOH	CDR	Deffinbaugh	Kim	FOH	CAPT	Scott	Deborah
<b>HRSA</b>							
HRSA	CDR	Audain	Gettie	HRSA	LCDR	Bacon	Wanda
<b>IHS</b>							
IHS	LCDR	Pearson	John	IHS	LCDR	Bachorski	Ron
IHS	CAPT	Stephens	Leslie	IHS	LCDR	Ruslavage	Michelle
IHS	CAPT	Warner	Bonnie	IHS	LT	Burke	Elvira
<b>NIH</b>							
NIH	CAPT	Aker	Diane	NIH	CAPT	Martinelli	Angela
NIH	LT	Tzeng	Linhua	NIH	CAPT	Anderson	Victoria
NIH	LT	Hubert	Shana				
<b>OS/OCCO/OSG/OPHS</b>							
OPHS	CAPT	Wasem	Cathy	OS	CDR	Richards	Adecia

OS	CAPT	Prince	Joyce	OS	LCDR	Magnotta	David
OS	CDR	Cippel	Maureen	OS	LT	Alonzo	Adriana
<b>USMS/DOJ/USDHS</b>							
USMS	CDR	Carter	Deborah	USDH	CDR	Gentile	George

## II. Acceptance of Minutes

Please note that the August Meeting Minutes were not reviewed at this time. Therefore, the acceptance of the August Meeting Minutes was postponed until the October N-PAC meeting.

## III. Chief Nurse Officer Report – RADM Carol Romano

I regret not being there to personally give this update at the last NPAC meeting for FY 2008.

### Comments

First, I extend my regards to the members of the N-PAC and the nurses in our category and applaud the nurses for their heroic efforts during this hurricane season (even those officers and civilians left behind to serve in place). It is not over, but I am so proud of all our nurses, all reports have been so positive.

Second, I want to Communicate how proud I am of the leadership and performance of the N-PAC this past year. They have been impressive! I look forward to working with the new membership as they continue to create the future for us all. Special kudos to our Chair, Katherine Berkhausen! Her leadership, integrity and excellence have been outstanding and we are all in debt to her for her personal commitment and sacrifice in working on behalf of all nurses in our category. I extend our gratitude to her and my personal thank you and appreciation for the honor of serving with her.

### Leadership

On 15 September 2008, the Surgeon General (SG) released a Call to Action (CTA) on Deep Vein Thrombosis (DVT) and Pulmonary Embolism (PE). DVT and PE claim the lives of over 100,000 Americans each year plus many more who go undiagnosed. The CTA is available on the SG web site as well as other resources released this week by AHRQ that are helpful to patients and clinicians. Nurses can help to call others to action to prevent these conditions.

The *Journal Public Health Reports*, features a Surgeon General Perspective on Deep Vein Thrombosis in the September/October issue.

We are working with the Commissioned Officers Foundation regarding donations to the foundation to continue to fund the Mabel May Wagner award and create new monetary awards for nursing. I will be working with the foundation and the N-PAC leadership to increase opportunities for recognition for nurses.

The donated amount is \$25,000 with specific parameters for funding 5 new monetary nurse recognition awards and certain education efforts. The N-PAC leadership will meet before the end of Oct with COF to develop a budget for use. We would like to use \$2,000 to support a reception at AMSUS (for about 250 attendees) at the nurse poster session. PHS is hosting AMSUS this year. I expect that the \$25,000 will be an annual donation.

### **Readiness & Preparedness**

**Please note that 30 Sept 2008 will be the date of OFRD basic readiness review. This report will go to the Secretary. Please check your status—OFRD will be sending emails next week to those who are not compliant.**

APHA joins the U.S. Department of Homeland Security in recognizing September as National Preparedness Month (NPM). National Preparedness Month is held each September and is designed to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and communities.

Over 900 officers were activated for Gustav, Hanna, and Ike to support Field Medical Stations. Our nurses performed in an outstanding, selfless way once again evidencing the value and importance of nurses in emergency and recovery response. Thirty four Medical Reserve Corps from 9 different states have also responded.

The officers on the humanitarian training mission on the USS Kearsage, were diverted to Haiti to provide disaster relief in the wake of Hurricanes Gustav and Hanna.

### **Outreach**

The Federal Nursing Service Council, composed of the Chief Nurses from VA, Army, Navy, Air Force, USPHS and Red Cross also be meeting with the DOD Secretary of Health Affairs to share information about nurses in research and on humanitarian efforts.

### **Career Development**

Please note that the Commissioned Officer's Effectiveness Report (COER) for annual review of nurse officer performance will be available on line 1 Oct 2008. This will cover the rating period of 1 Oct 2007 through 30 Sept 2008. The COER is due to your supervisor (**rater**) by **15 Oct 2008**. The COER is due to your **reviewer by 29 Oct 2008**. The COER is due to **OCCO by 12 Nov 2008**. Please note these dates as absence of a COER for each year of service may negatively affect your eligibility for promotion, awards or special pays.

OCCO has posted the Notification of competitive Promotion Eligibility on the officer's main page in the Secure Area of the CCMIS website (<http://dcp.psc.gov>).

Several new policies were issued. Please refer to the CCMIS website.

1. **CC26.3.3, Wear of Ribbons and Medals**, dated 28 August 2008
2. **PPM 08-019, Wear of Skill and Breast Badges**, dated 28 August 2008
3. **PPM 08-020, Phase Out of Uniforms**, dated 28 August 2008

A major change to note is the revision to the Wear of Ribbons and Medals issuance that now DOES NOT allow routine daily wear of Commissioned Officer Association (COA), Association of Military Surgeons United States (AMSUS), or Reserve Officer Association (ROA) ribbons. However, they are allowed for ceremonies, meetings or conferences that an officer attends. This does not have to be just meetings/conferences/ceremonies of the associations; (CC26.3.3 section 6-16). For example, they can be worn at promotion ceremonies and professional meetings.

Please also note that the order of wearing the Bicentennial and Regular Corps ribbon was corrected from the Aug 28 policy and communicated on a Sept 15 notice. We are working with OCCFM to improve communication with officers, as some were inconvenienced and incurred expense when they ordered thin ribbons before the correction was issued.

### **Transformation**

A supervisor's guide to the Commissioned Corps will be available on the web site VERY soon. Please check this web site and refer your supervisor to it.

We expect to pilot the assignment incentive pay program in certain areas and evaluate its effectiveness before extending.

Our Corp strength is 6,204!

There will be a call for nominations for the next Chief Nurse that will be issued at the end of this month. Nominations will be due in October 2008. The intent is to try to select someone a few months before the end of my term which is Oct 31, 2009, so that there is some overlap for mentoring the CPO-elect. Refer to the policy on CPO nomination. More information will be forth coming.

## **IV. Treasurer's Report- LT Joshua Hardin**

### **Recap of Cash Activity**

Beginning Cash Balance:	\$3,338.31
Total Income:	\$3,115.00
Total Expenses:	\$1,884.89
Ending Cash Acct Balance:	\$4,568.42 <b>Available Cash</b>

## **V. N-PAC Chair Report – CDR Katherine Berkousen**

### **A. General Updates**

### **B. General Updates**

1. Sec Elect: deadline Sep 5<sup>th</sup>: We have 2 nominations. I will send out to voting members next week.
2. Chair Elect: one nomination: CAPT Sylvia Trent-Adams from HRSA
  - (a) The chair is a 3 year term; elect, chair, immediate past
  - (b) Need to be a voting member
  - (c) Will conduct an electronic vote after today's meeting
  - (d) Grateful and look forward to CAPT Trent-Adam's leadership
  - (e) CAPT Trent- Adams will share a little about herself for those nurses who do not know her.

3. I want to personally thank the entire NPAC leadership: both voting members, sub-committee co-chairs and ex officio's who have served the nurse category with me this past year. It has been an incredible year, and we have worked very hard to move things forward on behalf of all nurses. I thank each of you for your dedication, your service, your commitment and for putting up with me. What many of you do not realize is the incredible amount of 'behind the scenes work' that goes on every single day. I also want to thank all of the nurses who are part of our NPAC sub-committees and those that take on the extra challenge of team leads. The NPAC is what we make it. The NPAC and the progress of nursing issues is entirely dependent on each and every one of you !! Without your contributions.....things stagnate. So I thank all of you, for your commitment to excellence, your continued contributions to our category and your willingness to take on more, despite very busy work schedules and personal lives. Your dedication is to be commended and truly shows that 'Nurses Rock' !!
4. I look forward to transitioning to the next NPAC chair, CAPT Michelle Poindexter and to supporting her as she steps in to lead our category. She and I have worked very closely this past year and I truly feel that she is 'ready' and will lead with vision, commitment and the same dedication to excellence in nursing. The great thing about the NPAC chair position is that it is a 3 yr term.....and I will be here to support her leadership; just as CAPT Kelly was to support mine. She and I will continue to work together over the next year.
5. My vision for today's meeting is to briefly go over the currently pending projects that we have going on, partially to bring me up to date (as I have been out of the loop for the last 3 weeks), and to give CAPT Poindexter an idea of where these projects are, so that she can plan her next steps.

## VI Current Projects:

### A. Esprit de Corps: CDR Bernato

A message was sent to the List Serve on August 29, 2008 advertising the Esprit-de Corps t-shirts and their price. A poster was attached depicting the t-shirts and what sizes were available. All interested parties should mail their checks addressed to the COF and a listing of what they want to order to: Laurie Bernato, 500 King Farm Blvd., #408, Rockville, MD 20850.

### B. New nursing awards: CDR Susan Orsega

*CDR Orsega presented current projects and subcommittee updates simultaneously due to deployment status.*

AWARDS subcommittee quarterly report

\*COF, MANE and PUBS Awards were presented for this year's cycle.

\*Two lunch and learns have been presented to increase awareness. In March 2008, CDR Maureen Cippel presented an overview of the awards available to nurse officers. In May, 2008, LCDR Dorothy Merchant presented the AMSUS awards available to nurse officers.

- \*AMSUS Awards. Nominations closed on 14 July 2008. The Awards subcommittee sent frequent N-PAC list serve postings, and conducted a campaign to increase the AMSUS nominations. The committee team leaders contacted those recipients who were not chosen for this past year's Nurse Category award cycle and encouraged them to submit AMSUS applications. There have been 7 AMSUS award submissions as of 07 JUL 08.
- \*July 2008 Awards subcommittee strategic planning. The Awards co-chairs conducted an Awards team strategic meeting to build team capacity and identify FY 2009 goals/objectives. This team has also identified Standard of Practice Workgroup to maintain continuity of the awards reviewing process within the teams from year to year.
- \*Carruth Wagner Awards. The Awards subcommittee has been tasked by the RADM Romano to take the lead to develop a team who will establish 5 new awards. This was an outcome from the COF who was contacted by The Carruth Wagner foundation. Dr. Carruth Wagner who is the son of Mabel May Wagner who over his career life time was a advocate the PHS and it's nurses. This team has meet twice are targeted to meet the deadline of 22nd of September 2008 for project completion.
- \*Awards submission workgroup. The Awards subcommittee chairs are involved in the Awards subcommittee workgroup. This group is reviewing the Awards process.

- C. Standardization of Service to the NPAC recognition: CDR Amy Anderson
- D. Nursing AR Leads: CAPT Beverly Dandridge
- E. ENIAAC: LCDR Josephine Haynes-Battle:

We have worked on developing the "Every Nurse is an Ambassador Campaign" (formerly known as "Every Nurse is a Recruiter Campaign"). The initial draft was presented to the NPAC sub-committee leadership at the NPAC Business meeting on 4/4/08 for comment. The draft has also been reviewed by the ENIAAC lead and is getting feedback from the Nurse CAMs. Recommendations by the CNO have also been included. We have received several emails from nurse officers interested in becoming members of the ENIAAC. Besides CAPT Leslie Stephens, CDR Susannah Wargo, LT Timothy Thomas, LT Jeremy Hargrove, LT Anitra Custalow, CDR (sel) April Kidd from JOAG recruitment and retention for recruitment and retention issues has graciously agreed to be a member on the Workgroup. We are very excited about all volunteers! The ENIAAC lead is in the process of establishing regular meeting times and standing up the Workgroup within the next couple of months. One of the initial activities will surround the gathering of Nursing Schools in and around Atlanta. Our next COA conference will be held there and we are looking at sending letters (template suggestions are welcome) to the schools to encourage the participation of nursing students and faculty in the conference. The conference will be free for students and these efforts may well serve as a great recruitment strategy for the USPHS.

We continue to discuss with the NPAC Chair, CDR Katherine Berkhausen, CAPT Beverly Dandridge, LCDR Thomas Pryor and LCDR David Magnotta- (Nurse CAM lead) to learn more about current recruitment and retention strategies and how to work together. We have drafted a Recommendation Memo regarding the roles and responsibilities for the AR leads and plan on getting input from CAPT Dandridge, Nurse AR lead and others on the subcommittee and present to the NPAC. CAPT Dandridge graciously incorporated comments from the subcommittee in two documents developed by her: The responsibilities of the Primary Associate Recruiter Lead and the Regional Associate

Recruiter Lead. CAPT Dandridge discussed both briefly at our last N-PAC meeting on 8/12/2008. We are happy to have found a vehicle to keep all of our PHS nurses (ARs and others) informed about recruitment efforts by means of the N-PAC and more specifically the Recruitment and Retention Subcommittee. A listserv call for these positions is forthcoming in the very near future.

- F. Billet Transformation: CDR Amy Anderson
- G. Public Health Advocacy: CDR Janice Adams-King  
To support the SG's priorities, PHA was established to identify and/or develop initiatives that nurses, in their daily professional lives, already perform or could readily adopt. CAPT L Slepski and CDR J Adams-King met with Dr. Mary Beth Bigley of the SG's office in June to determine if the activities of PHA were in accordance with the direction of the SG. Dr. Bigley shared that her area of focus was the overweight child and could not comment on initiatives outside of that scope. PHA's activities have been on hold since May and the group would like to seek approval to continue its work. A recommendation was made that the N-PAC vote on each of the initiatives that supports the SG's priorities on Friday, October 17. CDR J Adams-King agreed to provide the background materials for the 17<sup>th</sup>.
- H. NPAC Readiness Program: CAPT Mary Rossi-Coajou (no report)
- I. NPAC Survey- Readiness: CDR Lori Hanton: Power Point Presentation given at meeting
- J. 2010 Benchmarks: CAPT Michelle Poindexter

#### **Liaison Reports:**

- a. OFRD Update: CDR Patrick Denis (no report)
- b. ANA/FedNa: CDR Susan Larkin—next month.
- c. CJ Reddy: CAPT Vickie Anderson
- d. JOAG: LCDR April Kid (no report)

#### **Subcommittee Updates:**

- a. Communications: CAPT Sylvia Trent-Adams/LTJG Stacey McBryde
- b. Career Development: CDR Kim Deffinbaugh/CDR Amy Anderson
- c. Research: LCDR Christine West/LCDR Stephen Gonsalves (no report)
- d. Awards: CDRs Orsega/Pollard

*Please note that at this point, the teleconference calling line was disconnected and attempts to reconnect were not successful. In addition, several nurses were on deployment during the meeting. Therefore, a detailed summary of Current Projects, Liaison Reports, and Subcommittee Updates, will not be included in the Meeting Minutes.*

- e. Recruitment & Retention: LCDR Haynes-Battle
- f. Readiness: CAPT Rossi-Coajou/CDR Gentile
- g. Events: LCDR Matlock/Fuller
- h. Publications: CDRs Strong/Sweeney
- i. Mentoring: CDR Belsito/Schaffer

## **VII. Round Table/Phone**

**VIII.** New Business: CDR Katherine Berkhausen

**IX.** Roundtable/Phone Discussions