

General Meeting Minutes
Date: November 16, 2015
Start 1:00 pm ET
Finished 2:00 pm ET

NPAC Chair: CDR Mary Brooks
NPAC Executive Secretary: LCDR Keith Marin

AGENDA TOPIC	DISCUSSION	FOLLOW-UP, RECOMMENDATIONS and ACTIONS	RESPONSIBLE PARTY
Introduction: CDR Mary Brooks	<ul style="list-style-type: none"> Attendees were reminded to place their phones on mute by pressing #5 (in addition to being placed on mute through WebEx) to not disturb the meeting. WebEx webinar was used for communication during meeting in addition to the meeting being recorded. 	<ul style="list-style-type: none"> Meeting minutes have been archived in WebEx. Link is: https://fda.webex.com/fda/lsr.php?RCID=e65f7f9c9a0a4fac93706f1d53f53c47 	
Approval of November 2015 General Meeting Minutes: LCDR Keith Marin	<ul style="list-style-type: none"> General Meeting minutes request for approval of November was sent via email by LCDR Keith Marin on December 21, 2015. 		
CNO Remarks: RADM Sylvia Trent-Adams	<ul style="list-style-type: none"> CNO was unable to make the NPAC General Meeting. As a result, no remarks were made. 		
Presentation: CDR Bernetta Lane	<ul style="list-style-type: none"> CDR Bernetta Lane Biography Nursing History: Nurses serving in Congress and the House and Senate Nursing Caucus 		
Presentation: CDR Angela Mtungwa	<ul style="list-style-type: none"> CDR Angela Mtungwa Biography Promotion Preparation: Purposeful promotion documents, supplementary documents, administrative requirements, and additional suggestions 		
NPAC Chair remarks: CDR Mary Brooks	<ul style="list-style-type: none"> All General NPAC meetings will be held at FDA headquarters until notice. CDR Bernetta Lane will handle security arrangements. DCCPR and Direct Access will shut down on December 18, 2015. You will still be able to 		

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	<p>fax information into your eOPF file</p> <ul style="list-style-type: none"> • There is a new CV format for nurses. The PHS number will phase out and be replaced by your Direct Access number • Call for nominations for JOAG senior advisor for 2016-2019. Applications will open January 2016 for O6 nurses who are interested. Deadline is December 1, 2015 for nominations. • RADM Michelle Dunwoody promotion Friday November 20, 2015 from 12:00-2:30. 		
<p>Round Table Discussion</p>	<ul style="list-style-type: none"> • (PHS officer did not identify themselves): There have been CV changes. Now required to use Direct Access numbers instead of your PHS number. • CDR Latonya Ford: FDA officers are giving two Lunch and Learn presentations. On 11/17/2015 there will be a presentation by the Capital region incident response team. On 11/19/2015, there will be a webinar presentation on Social Media Basics • CDR Gia Lawrence: Next readiness check is coming up. APFT should be done no later than 12/18 or you will have to adhere to the new physical standards. • (PHS officer did not identify themselves): Verify your Flu shot in medical affairs branch since delays are affecting placement in the eOPF. • CDR Blocker: What if vaccinations are not updated in MAB? Response by CDR Brooks: allow 2-3 weeks for update. MAB is overloaded with flu documentation. • CDR Gallen: Flu shots are not being added. Reddog doesn't respond. It was noted that you can go to MAB website and contact individuals to verify if necessary. • CDR Ford: COF sent out hotel reservations for 	<ul style="list-style-type: none"> • Based on communication from OPF, there is currently a backlog to 7/1. If you sent your document before that date, you should re-fax it to (301) 480-1436 or 1407. If you sent your document after that date, please be patient. The file room is moving as quickly as possible to get all documents to all files. <p>In the future, please do not re-fax any documents until you know for certain that the backlog has cleared the date you sent your documents.</p> <p>Please do not ever send documents to this email address. They cannot be forwarded to your file.</p> <p>Licenses should be faxed to (240) 453-6127. Please do not send them directly to your file.</p>	

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	COA. However, wrong info was sent and hotel info will not be available until January 2016.	You should receive a notification when your document has reached your file. If you do not receive one in a reasonable amount of time, check the CCMIS website to see if there is still a backlog.	
Discussion of Next Meeting: CDR Brooks	<ul style="list-style-type: none">• Next NPAC general meeting will be held on December 21, 2015.		

Submitted: CDR Beatrice Pollock
Approved: CDR Derrick Gooch