



Minutes from the D/N PAC Meeting November 12, 2003

CPO Report:

1. This was my first time joining the PAC meeting via conference phone. I really regret not being able to interact with the PAC face to face.
2. Thanks to all the dietitians who volunteered in the FDA booth at FNCE: CDR Connie Torrence-Thomas, CDR Peggy Barrow, CAPT Joyanne Murphy, CDR April Shaw, and CDR Shirley Turpin.
3. Thanks to CDR Turpin for organizing the volunteers, setting up the booth, putting together the materials for the exhibit. It looked very nice and was well attended.
4. We had a PAC meeting at the FNCE chaired by CAPT Laura McNally. CAPT Van Hubbard, MD, attended the PAC meeting and gave us an update on the trans-NIH Nutrition activities.
5. We all sat together in the front rows during VADM Carmona's keynote address Monday, Oct 27th. I also invited all of the services to sit together and they complied. It was very nice for Dr. Carmona to be able to see so many dietitians in uniforms during his presentation.
6. CDR Melissa Sanders and CAPT Laura McNally are members of the ADA House of Delegates and were present at many ADA meetings during FNCE.
7. CAPT McNally escorted Dr. Carmona out onto the dais for his presentation and she stayed with him until he was safely at the airport. What a nice way to rise to the occasion. She filled in for the person who could not make it that day.
8. I attended the DoD Nutrition Symposium prior to the opening Ceremony at FNCE and gave a presentation entitled: "USPHS Update." It was well received. During the presentation I invited the members of the audience, about 250 military dietitians, to sit in the front rows during VADM Carmona's keynote address. Many of them came and made a big impression on the SG.
9. Two dietitians were newly commissioned in PHS in October: Lisa Grier and Please join me in welcoming them to our ranks.
10. HealthierUS booth at AMSUS was staffed by Air Force dietitians. The interactive exhibit consisted of height/weight measurements, calculations of BMI, and nutrition information. It was a raving success.

Subcommittee Reports:

CCRF

The CCRF Subcommittee has surveyed members re: their CCRF status, provided guidance to DN category members re: deployability, and developed a list of skills of DN category members. At this time, most members of our category have at least registered in the system. To complete this process, those dietitians and nutritionists who have not registered will be contacted by a representative of their agency to encourage them to register and to provide support and education re: this process.

Professional Advisory Subcommittee

Alexandra Cossi reported that the subcommittee is continuing to follow-up on PAS survey results. That work includes developing links to add to the DNPAC website to meet the needs of our category members. Links to training information, job opportunities, and career development have been identified. Those links should be added to the website soon.

Website Subcommittee:

Thanks to Shirley Turpin for managing the website move to the FDA server. The D/N website is up and running, and has a new look. Several additional changes have been suggested, and Shirley is working on implementing them. The subcommittee will meet in mid-January to discuss additional changes and upgrades to the site.

Recruitment and Mentoring:

There has been some confusion at DCP about eligibility and credentialing criteria for the Dietitian/Nutrition category. Some personnel at DCP do not appear to understand the importance of screening all potential applicants for their R.D. status. Also, DCP personnel do not understand the national credentialing policy of ADA. The D/N PAC will prepare guidelines for DCP to use re: this issue.

Recruitment and mentoring representatives continue to work on recruitment packets, which will be distributed to dietetic internships.

New Business:

The 2004 D/N PAC Meeting Schedule is:

Wednesday January 21, 2004	1400 to 1600 HRS EST	SG Conference Room
Wednesday March 24, 2004	1400 to 1600 HRS EST	SG Conference Room
Wednesday May 19, 2004	1400 to 1600 HRS EST	SG Conference Room
Wednesday July 21, 2004	1400 to 1600 HRS EST	SG Conference Room
Wednesday September 22, 2004	1400 to 1600 HRS EST	SG Conference Room
Wednesday November 17, 2004	1400 to 1600 HRS EST	SG Conference Room

The meeting site has been confirmed with the SG's office. Conference Call arrangements will be made by Maureen and distributed 1 week prior to each PAC meeting.

PAC member changes

Thanks to CAPT Laura McNally and CDR Melissa Sanders for their service on the PAC over the past several years.

Inter-Service Transfers

Several DOD officers are interested in transferring to the Commissioned Corps. CAPT Blakely discussed the regulations involved in inter-service transfers, including the required application form, the maximum years of service allowed prior to transfer (8), and the need to join the Corps prior to obtaining a position.

Transformation News:

Transformation continues to move ahead. News about the realignment of personnel oversight, administration, and management functions of the USPHS is available at: http://dcp.psc.gov/PDF_docs/CCFM_FEDREG.pdf

The new promotion policies and procedures for Commissioned Officers were published on December 22, 2003, and officers have been given until January 31st to update their OPF. The latest news is available at: <http://dcp.psc.gov/new.asp>

Old Business

RD of the Year

Please join me in congratulating Karen Donato, MS, RD for being selected as RD of the Year.

The Commissioned Corps Promotion and Readiness Policies for Promotion Year 2004 were finalized and distributed on Dec 22, 2003. Because of the late date, officers have until January 31, 2004 to update their OPF files. Any officer who did not receive a copy can access them at the following sites:

The new promotion policies and procedures for temporary promotions can be accessed at:

http://dcp.psc.gov/PDF_docs/2342.pdf

New promotion policies and procedures for permanent promotions can be accessed at:

http://dcp.psc.gov/PDF_docs/2341.pdf

Highlights from the Promotion Policies:

- Officers will be eligible for promotion a maximum of 3 times for each rank.
- Nomination for an exceptional proficiency promotion (EPP) will not count against those 3 opportunities for promotion.
- Temporary Promotion requirements for TED Credit, Time in service and grade requirements for each grade are:

Grade	TED Credit	Time in service requirement as of March 1 st of the year reviewed by ATPB (see sections D.2 and D.3)	Time in grade requirement during current tour (see section D.4)
0-2	4 years	None	None
0-3	8 years	None	None
0-4	12 years	6 months on current tour as officer in the PHS Commissioned corps	None
0-5	17 years	5 years (3 years must be as officer in the PHS Commissioned Corps)	2 years as 0-4
0-6	24 years	9 years (7 years must be as officer in the PHS Commissionee Corps)	3 years as 0-5

- For officers in the Dietitian/Nutritionist category, promotion to the Assistant (0-2) and Senior Assistant (0-3) grades are noncompetitive; promotion may occur on the first day of the month following the date upon which the officer attains eligibility for promotion, provided a current and satisfactory COER is in the officer's OPF; the officer is in compliance with current licensure requirements (see CC26.1 Instruction 4); and the officer is in compliance with the basic level of deployment readiness (see CC26.1, Instruction 8). Promotions to higher grades are competitive and are reviewed during ATPBs, which follow the newly recommended policies and procedures as outlined in the attachment.

A sample **CV format** modeled after the new promotion policies and procedures was finalized and distributed to category members. A copy is also attached for your review.

Awards

Category members agreed to establish a second award. Samples (for discussion at the January PAC meeting) will be distributed prior to the meeting.

JOAG

LT Janis Armendariz is the new D/N representative to JOAG and will report at future D/N PAC meetings.

The meeting was adjourned at 1600 EST