



DEFENSE HEALTH AGENCY
NAVAL HOSPITAL JACKSONVILLE
2080 CHILD STREET
JACKSONVILLE, FLORIDA 32214-5000

00SMZZ
28 Feb 24

MEMORANDUM FOR LCDR TAWANDA M. CADE, MSC, USN

SUBJECT: Appointment as DoD Liaison to the National Commission on Certification of Physician Assistants

1. I hereby appoint you to serve as a Department of Defense (DoD) Liaison to the National Commission on Certification of Physician Assistants (NCCPA). Under the DoD Joint Ethics Regulation (JER), section 3-201, DoD employees may serve as liaisons to non-Federal entities when appointed by the head of the DoD Component organization upon a determination there is a significant and continuing DoD interest to be served by such representation. Liaisons serve as part of their official duties and represent DoD interests to the non-Federal entity in an advisory capacity.
2. The NCCPA is the only certifying organization for Physician Assistants in the United States. It provides certification programs that reflect standards for clinical knowledge, clinical reasoning and other medical skills and professional behaviors required upon entry into practice and throughout the careers of Physician Assistants. The DoD has a significant and continuing interest to officially engage with NCCPA because military participation promotes civilian understanding of military Physician Assistants and their worldwide practice and NCCPA representation by a military Physician Assistant further enhances professional advancement of military Physician Assistants. Your appointment as DoD Liaison will promote this representation of DoD interests to NCCPA.
3. You will serve as DoD Liaison to NCCPA as part of your official duties. In this role, you are limited to an advisory capacity on matters of DoD interest. You may not serve as an officer, board member, employee, or official member unless the DoD has specifically paid for and otherwise designated you as such. At all times you remain a representative of the DoD and may not act as an agent or representative of NCCPA.
4. In performing your liaison duties you must be mindful of ethical conduct standards. In particular, you must adhere to the requirements of 18 U.S.C. §§ 201-209, the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R., Part 2635, and the JER, section 3-201. Specifically, during your tenure as DoD Liaison with NCCPA, you may not:
 - Engage in management or control of NCCPA, e.g., you may not participate in matters related solely to the business, internal interests, or daily management of NCCPA (e.g., finances, fundraising, membership, etc.);
 - Serve on committees or task groups beyond the scope of the above-stated purpose for your service;
 - Represent or lobby on behalf of NCCPA interests before the Federal Government or to third parties [NOTE: Your duties as DoD liaison require that you back brief the DoD on NCCPA's positions or views on matters directly related to the DoD's above-stated interests];

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- Allow NCCPA to imply DoD sanction or endorsement of it, its service, products, or activities;
- Disclose, without authorization, non-public information to NCCPA for its use or benefit;
- Show NCCPA preferential treatment, to include providing it more logistical support than DOD would customarily provide to a non-Federal entity requesting support.

5. To abide by the applicable laws and to avoid any appearance of unethical conduct, you must ensure that NCCPA understands that (1) your role is limited to representing DoD interests in an advisory capacity; (2) the opinions you express do not necessarily bind the DoD; and (3) if NCCPA references your participation on its external media (e.g., website), all such references must clearly indicate that you are a “DoD Liaison” and not an officer of the organization and that no DoD endorsement of the organization is implied.

6. If you have questions or concerns about the scope of your duties and authorities as DoD liaison to NCCPA, you should consult with me and/or an ethics attorney at BUMED and/or DHA before taking any action.



S. L. HOUSE

I, LCDR Tawanda M. Cade, MSC, USN certify that I have read and understand the foregoing and that I agree to abide by the aforementioned requirements and conditions.

29 Feb 2024
Date



TAWANDA M. CADE

cc: NCCPA
Naval Hospital Jacksonville Ethics Counselor