

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE
Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting
16 April 2003

I. LOCATION/DATE/TIME:

Parklawn Building, Rockville, MD, Surgeon General's Conference Room 18-57;
16 April 2003; 1208 – 1321 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CAPT Allan Lock	NIH	
CAPT Arnulfo Manangan*	CDC	
CDR Elmer Guerrero*	I H S	
CDR Sarath Seneviratne	FDA	
LCDR Jennifer Fan	FDA	Vice Chair
LCDR Sue Newman*	I H S	
LCDR Elise Young	HRSA	MOLC Representative
LCDR Samuel Wu	FDA	Corresponding Secretary
LCDR Gor Yee Lum*	HRSA	
LT Cheryl Lynn Fajardo	HRSA	Chair
LT Kai Chiu*	I H S	
LT Janice Kim*	BOP	
LTJG Jeffrey Vang*	I H S	

B. MEMBERS EXCUSED

LCDR Patricia Garvey	FDA	Treasurer
LCDR Paul Jung	FDA	

C. GUESTS

LT Marjorie Baldo*	CMS	Acting Executive Secretary
LT Parmjeet Saini*	HRSA	
LTJG Edurado Lim	FDA	

D. MEMBERS ABSENT

CAPT Rao Surampalli	EPA	
CDR Hoang Nguyen	HRSA	
LCDR Venkatarama Koppaka*	CDC	
LCDR Koung Lee	FDA	
LCDR Kenneth Sun	I H S	
LT Julian Canizares	FDA	

E. EX-OFFICIO

CDR Hung Trinh	FDA	
----------------	-----	--

III. STANDARD AGENDA ITEMS AND REPORTS:

- A. CALL TO ORDER: The meeting was called to order on 16 April 2003 at 1208 hours by LT Cheryl Lynn Fajardo, APAOC Chair.
- B. LT Fajardo welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLE CALL: LT Marjorie Baldo.
- D. APPROVAL OF PAST MINUTES: The minutes from 19 March 2003 were reviewed and approved with corrections. [CLOSED]
- E. TREASURER'S REPORT: LCDR Patricia Garvey was unavailable to report, in lieu of her absence she submitted to the Chair the treasurer's report with account balance of \$741.95.
- F. MOLC Report: LCDR Elise Young and LCDR Gor Yee Lum.
 - 1. The MOLC Awards/Meeting at the COA Conference in Arizona is planned for Monday, 16 June 2003, Time: 1830 – 2100 hours, and Room Location: TBA.
 - 2. CDR Erica Avery, the MOLC Chair, requested that each minority group sponsor the cost for the awardee(s) to attend the MOLC awards banquet. The cost of the dinner is \$42.00 per person, with a follow-up request made to CDR Sarath Senveriante, Awards Chair if awardee(s) will be in attendance at COA. The Committee agreed with this recommendation.
 - 3. MOLC is requesting volunteers to sign up to work at the MOLC display booth for half-hour periods. APAOC volunteers please contact: CDR Avery, phone: 602-263-1541, or by email: erica.avery@pimc.ihs.gov

IV. BUSINESS:

- A. Commissioned Corps Readiness Force: RADM John Babb (Guest Speaker), Director of CCRF

Below is a summary of the information presented by RADM Babb.

- Two months ago the President had a discussion with the Secretary and the Surgeon General to discuss the goals for CCRF and wanted it made very clear that CCRF membership must increase dramatically and expand its capability thus far. The goal is to increase membership by:
 - 30% by then end of this fiscal year 2003
 - 50% by the end of fiscal year 2004
 - 70% by the end of fiscal year 2005

According to RADM Babb, this number will increase current membership by 250% in 2 ½ years, which will result in 4200 new CCRF officers in 2 ½ years.

- ACTIONS BY SURGEON GENERAL

The SG has spoken with flag officers, chief professional officers, PAC chairs, and agency liaisons advocating support of CCRF membership of their officers.

The SG will speak at the COA Conference this year advocating support for CCRF.

A month ago the SG wrote a letter to all the PHS OPDIVs requesting that they fully support their officers membership and participation in CCRF. According to RADM Babb, the response to the letter by almost all of the OPDIVs has been a universal approval.

➤ ACTIONS BY CCRF

1. Spoken at 45 of the 51 COA branches around the country about CCRF and the goals of the President, the Secretary, and the Surgeon General.
2. Spoken to about 30 professional groups recruiting people to CCRF and the USPHS Commissioned Corps.
3. Manned recruiting booths at professional associations for pharmacists, nurses, physicians, engineers, environmental health officers and dentists in the last 18 months.
4. Sponsor additional training courses this year.
 - a. Last year CCRF sponsored a training course on forensic dentistry, which was held at the Armed Forces Institute of Pathology, and a chart course dealing with humanitarian assistance missions and complex humanitarian emergencies internationally. The cost of the forensic dentistry course was funded by CCRF.
 - b. This week CCRF is holding a training course for the healthcare provider for both the environmental health officers and engineers in Anniston, AL. The training is being conducted with the Department of Energy and NIOSH.
 - c. CCRF plans to sponsor a mass vaccination course this summer with CDC's National Pharmaceutical Stockpile.
 - d. Offer additional courses that will take officers from "candidate" status to "conditionally deployable" status. Give them the 12 courses that will require to make this step to make conditionally deployable. They will try to include the BLS course in that same week. The first class will be held in Bethesda in May and the fourth one in September in Anniston, AL. RADM Babb indicated that CCRF hopes to increase the number of deployable members by 400 by the end of September. CCRF will offer the same classes next year.
5. CCRF will mail out 5888 CD-ROMs containing all the CCRF training courses. This will be mailed out to every PHS officer. The reason for this was due to complaints by officers with problems accessing the courses online. However, exams will still need to be completed online. Taking the exam online provides CCRF to track the officer's progress and also allows most categories a chance to receive continuing education (CE) credits from the University of Maryland Baltimore County. These CD-ROMs will be mailed out this week and next week.
6. Next year CCRF will work with BOTC so that every BOTC course will include a 2nd week. That 2nd week will be an all CCRF week so that every new officer that goes through the BOTC course will come out at the end of the two week as "conditionally deployable." No longer will we PHS officers be given the option to opt out of CCRF.
7. Make recommendations on the following issues:
 - To the SG: Request that the CCRF criteria be changed effective October 1 of this year. Specifically, revise the number of courses for the "conditionally deployable" status from 4 to 12 courses. For those officers who have not completed the 12 courses

by Oct 1, his/her status will change from “conditionally deployable” to “candidate” status.

- To DCP: Request that the commissioning standards for the height and weight requirements change to the body-mass index (BMI) standard.
- To DCP: Request that the commissioning standards be equivalent to military standards.
- To SG: Change current CCRF categories from 3 to 4 categories, which will include the following (currently only a proposal):
 - candidate
 - conditionally deployable
 - fully deployable
 - field medical readiness badge (new and considered to be the hardest to get; there will be no grandfathering for this category)

RADM Babb stressed that all PHS officers should be informed that promotions (temporary and permanent) and assimilation will be tied to officer readiness – in effect, the officer’s status in CCRF. This will begin promotion year 2004. He indicated that officers need to understand the implications that this will have on the officer’s career. This information will go out with the CCRF CD-ROMs that will be mailed out from his office this week.

RADM Babb also indicated that the Commissioned Corps continues to grow. In the past 6 months, 200 new active duty officers have joined the PHS. It is expected that the numbers will go up.

B. Sub-Committee Reports

1. AWARDS: CDR Sarath Seneviratne

- a) Based on the votes received, the sub-committee made the following recommendations for the Junior and Senior awards, which was accepted:
 - Senior Award - CAPT D.W. Chen
 - Junior Award - LCDR Chandrick Gorsch

During the discussion, the following suggestions were made by the attendees of the meeting:

- Determine the written criteria for the two awards
- The awards criteria must be consistent
- There should be discussion amongst the voting members on the nominees for the senior and junior awards

The Charter subcommittee will assist the Award subcommittee with the APAOC Award criteria before Fall of 2004.

- b) Discussion ensued regarding the two plaques and their cost. The cost of the plaques is \$131.78. A recommendation was made to accept the plaques and their cost. The recommendation was accepted.
- c) CDR Sarath Seneviratne will contact the awardees to determine whether they will be attending the COA Conference in June. Should both attend, APAOC will vote on the cost of the dinner at the next APAOC meeting.

2. CAREER DEVELOPMENT: CAPT Allan Lock

- a) Officers are encouraged to be proactive and participate in CCRF and other PHS activities.
- b) Revisited the issue of developing a directory of APAOC officers who will serve as mentors for Asian Pacific officers. Uncertain at this time whether such a directory is practical. CAPT Lock will discuss further with LCDR Jason Wong to determine the best way to develop a directory for mentors. According to LT Fajardo a solicitation for mentors went out to senior officers. The solicitation resulted in 11 senior officers (O-4 and above) that agreed to be mentors.

3. CHARTER: LCDR Elise Young

- a) The MOLC Charter as well as all of the minority committee charters are still pending approval at the OSG, point of contact: CDR Gilbert Rose.
- b) LCDR Newman and LCDR Young have been tasked to work on the Bylaws. It was recommended to clearly define the role of the civilian representative in the APAOC bylaws and how to keep civilians could active within the Committee. They will present the working draft of bylaws at the next scheduled meeting.

4. MEMBERSHIP AND NOMINATIONS: LCDR Samuel Wu

- a) The creation of the Fall 2004 nomination packet were given to LCDR Wu from the Chair.
- b) The Chair requested for a current voting member to assist LCDR Wu with the nomination template as he rotates off as the Membership and Nomination's subcommittee chair.

5. PUBLIC RELATIONS: LTJG Jeffrey Vang

- a) LT Fajardo requested LTJG Vang, to assist with the coordination of this subcommittee. LTJG Vang is currently a member of the JOAG welcoming committee, where he visits the call to active duty column located in the DCP bulletin. He and LT Richardson sends out an electronic invitation to new officers welcoming them to CC and informing them of JOAG. The goal is to invite new officers to become members of APAOC. A member stressed the importance that membership should not only be limited to Asian officers, but open to anyone interested in the Committee.
- b) LTJG Vang will solicit APAOC membership via electronic mails with an enclosure of the APAOC brochure informing and inviting new PHS officers to the Committee.

C. PAC Reports: CAPT Allan Lock

The PAC report will be electronically distributed through the APAOC listserv, APAOC-L@list.nih.gov.

D. Announcements

- 1. LT Baldo announced that the SG visited CMS on Wednesday, April 9, 2003. She noted that he stressed the importance of daily wear of the uniform.

2. A signing-in ceremony will be held on Thursday, April 10, 2003, at 0930 hours for PHS officers. This will be conducted by the Surgeon General.
3. Requests for CC headshots and prior DoD photos for the exhibit display- 2003 Asian Pacific American Heritage Month Celebration "Salute to Liberty", Event Date: May 8, 2003, Time: 1100 – 1230 hours, Location: Parklawn Conference Rm. D&E, please contact: Valentine Liu if interested for a photo shoot, Phone: 301-443-3637, E-mail: VLiu@hrsa.gov.
4. A former member of APAOC, CAPT Sue Wong, was selected as an Outstanding Optometrist by AMSUS last year. CAPT Lock suggested that APAOC send a congratulatory letter to CAPT Sue Wong. APAOC agreed and the letter will be drafted by CAPT Lock to be signed by LT Fajardo.

V. ADJOURNMENT – NEXT MEETING:

LT Fajardo adjourned the APAOC meeting at 1321 hours and announced that the next meeting is scheduled for 21 May 2003, at 1200-1330 hours in the Parklawn Building, SG Conference Room 18-59. [INFO]

VI. HANDOUTS: (Attached to e-mails by LT Fajardo.)

- A. Agenda for 16 April 2003 APAOC meeting
- B. Lists of APAOC voting and general/guest members
- C. List of Roll Call
- D. Draft APAOC meeting minutes for 19 March 2003
- E. APAOC on-going tasks
- F. CCRF Handouts

Submitted by:

LT Marjorie Baldo
 LT Marjorie Baldo
 Acting Executive Secretary

Date 05-21-03

LT Cheryl Lynn Fajardo
 LT Cheryl Lynn Fajardo
 Chair

Date 05-21-03