



B. GREETINGS FROM THE CHAIR: LCDR Elise Young welcomed the APAOC members and greeted the guests to the meeting. [INFO]

C. ANNOUNCEMENTS:

1. LCDR Elise Young congratulated the commissioned officers from APAOC on their recent promotion: LCDR Nicholette Hemingway, LCDR Jennifer Fan, LCDR Samuel Wu, LT Cheryl Fajardo, LCDR Graydon Yatabe, LCDR Gor Yee Lum, CDR Paul Na, LCDR Patricia Garvey, CAPT D.W. Chen (Exceptional Capability Promotion).
2. LT Fajardo would like to add to the agenda the topics of Associate Recruitment Officer, APAOC Website, and e-mails not being read on the list serve. Officers are deleting e-mails without reading it. An e-mail should be sent to the officers on the list, asking the officers if they would like to remain on the list. The list should be updated with current e-mail addresses.

D. APPROVAL OF PAST MINUTES: The minutes from the last meeting 15 May 2002 were unavailable for review.

E. TREASURER REPORT: LT Patricia Garvey was unavailable.

F. MOLC REPORT: CAPT Allan Lock and LCDR Elise Young.

1. The Native Alaskan and Native American Subcommittee will take over as Chair on 01 January 2003.
2. MOLC is deciding on whether or not they will have a permanent exhibit at the COA Conference. The current display is cumbersome and obsolete. Purchasing a display would cost approximately \$1,000 or more. A committee is looking into this.
3. A briefing package from MOLC is being prepared for the incoming Surgeon General. It will provide the incoming Surgeon General a brief history of MOLC and its subcommittees as well as a summary of its activities. The IHS template would be used. LCDR Young will gather activity information on APAOC and will send them to CAPT Lock who will put everything together along with the history of APAO before the end of July.
4. MOLC may be purchasing storage space for archives.
5. MOLC members were reminded what their roles are since the Chair has been doing most of the other groups' responsibilities. The geographical locations of the members may have an effect on their roles.

**IV. OLD BUSINESS:**

APAOC Website: LT Cheryl Fajardo

1. The last website address was [www.APAOC.freeservers.com](http://www.APAOC.freeservers.com). This address is still running; however, the website is outdated. The updated version of the website currently resides at the address of [www.geocities.com/cf\\_kauai](http://www.geocities.com/cf_kauai). The problem with freeservers.com is the conversion of files. It is easier to maintain the files on Yahoo!'s Geocities. Also, there is no way of getting rid of the banners in freeservers.com while in Yahoo!, one can click out of the banners. LTJG Andy Tran from DCP will help maintain the website on Yahoo!'s Geocities. LT Fajardo will submit the changes to LTJG Tran and he will do the technical aspects of updating it.

2. MOLC will do one website page with picture and text and will have hyperlinks to its subcommittees. It will also link to the DCP website.
3. The briefing package to the incoming Surgeon General should refer to this website.
4. LT Fajardo will e-mail CAPT Lock the website address when ready.

**V. NEW BUSINESS:**

**A. Associate Recruiter Program: LT Cheryl Fajardo**

This is due to the initiatives of the Surgeon General and the PAC. The Environmental Health Officer's website has the Associate Recruiter Enrollment Forms ([www.ehopac.org](http://www.ehopac.org) - use Microsoft Explorer instead of Netscape to open the website). To enroll, three references (any PHS officer/supervisor) are needed. Also, BOTC training has to be completed by the officer. Once enrolled, the officer will receive an Associate Recruiter badge. After the Associate Recruiter has given a presentation, an activity report must be filled out and sent back to the Lead Associate Recruiter. The Associate Recruiter would then receive a certificate which can go into the officer's OPF folder. If anyone is interested, contact the Lead Associate Recruiter from the PAC.

**B. Executive Committee Nominations: LCDR Elise Young**

1. Terms end 30 September 2002. The slate should be presented and voted upon so that officers can take office on 01 October 2002.
2. Only voting members can vote.
3. An e-mail should go out to the members for nominations before the next meeting. At the next meeting, the slate should be presented to APAOC and be sent out to members for voting after the next meeting.

**C. Sub-Committee Reports:**

1. **NOMINATIONS & MEMBERSHIP SUBCOMMITTEE:** LT Samuel Wu and LCDR Elise Young
  - a) Need to distinguish between voting members and nonvoting members.
  - b) APAOC officers should work in bringing in new officers to APAOC. We are not limited to bring in Asian officers.
  - c) LCDR Young has requested from RADM Davidson a list of minority officers.
  - d) LCDR Young goes to all the BOTC training sessions to talk about MOLC.
  - e) CAPT Lock suggested that APAOC/MOLC should get their charter out and e-mail it to officers.
  - f) LCDR Hemingway stated that BCOAG has a letter that goes to all voting members which communicates what is expected of the members. The members have a certain date to respond. If they don't respond, then they are dropped as members.
  - g) LT Fajardo stated that APAOC should send certificates after an officer has participated for 3 years. LCDR Young will draft the awards for officers who's term ends in 3 years.
2. **CAREER DEVELOPMENT SUBCOMMITTEE:** LCDR Koung Lee was unavailable.
  - a) LCDR Hemingway is the Chair of BCOAG Career Development subcommittee. She has suggested a session on how to prepare for promotion. She would like an

APAOC volunteer to co-sponsor. Two other presentations were also considered for late September to early October and for November to December: Going over the 6 precepts (know what to write down) and how to write awards. CAPT Lock suggested getting someone who use to run the promotion system.

b) LTJG Fajardo suggested the topic of Assimilation.

3. CHARTER - CAPT Rao Surampalli was unavailable (left early)

LT Fajardo suggested in getting 4 officers in a room for an hour and just cut and paste sections so that the charter would be finished. The Charter should be following the PAC format. It should be done by 30 September 30, 2002.

D. PAC Reports:

HSO: LT Fajardo stated that there are no standard billets for Computer Science, Chemists, Statisticians, and Health Education. Should create task force to address non-billets. The billets now are not describing correctly the officer's duties.

VI. **ADJOURNMENT—NEXT MEETINGS:** The APAOC meeting was adjourned at 1336 hours.

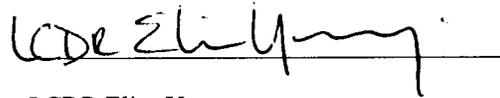
A. APAOC MEETING: The next meeting will be 17 July 2002 at 1200 in Parklawn 18-57. [INFO]

Submitted by:



LT Jennifer Fan  
Corresponding Secretary

Date 06-19-2002



LCDR Elise Young  
Chair

Date 06-19-2002