

The Asian Pacific American Officers Committee
Annual Report
Year 2008

The Asian Pacific American Officers Committee (APAOC) is one of four chartered minority advisory groups that are defined as any group sanctioned by the Surgeon General to represent a minority constituency. The function of APAOC is to provide ongoing advice and recommendations to the office of the Surgeon General (OSG) on issues relating to Asian Pacific American personnel in the United States Public Health Service (USPHS).

The 2008 strategy of APAOC was to focus on two major aspects: community outreach and recruiting activities. Both aspects correspond with one of the priorities of the OSG- to emphasize minority recruitment and expand the size of the Commission Corps. Armed with this strategy, we have completed the following major accomplishments:

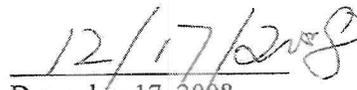
1. To promote the mission of USPHS, the mission of MOLC, and the mission of APAOC, APAOC successfully organized the following community outreach events:
 - 1) In January, APAOC participated in the NBC4 Health Fitness Expo that attracted more than eighty thousands (80, 000) attendees. During this event, APAOC organized a booth and distributed more that 245 USPHS related flyers;
 - 2) In February, APAOC celebrated Chinese New Year by presenting an APAOC poster and distributing USPHS related materials at the Lakeforest Shopping Center in Gaithersburg;
 - 3) In May, APAOC celebrated Asian Pacific American Heritage Month in Parklawn by presenting an APAOC poster and distributing USPHS related flyers;
 - 4) In September, APAOC launched its first T-shirt which together with APAOC coins will be used as powerful tools to increase USPHS and APAOC awareness; and
 - 5) In October, APAOC participated in the Memory Walk 2008 for Alzheimer's research on the National Mall.
2. APAOC successfully hosted the following training sessions to provide a wide range of knowledge and guidance on the subjects related to USPHS:
 - 1) In February: "USNS COMFORT MISSION" provided by **CAPT Craig Shepherd**;
 - 2) In April: "Promotion Process 2008" provided by **LCDR Jill Eich**;
 - 3) In June: "PHS Transformation" provided by **RADM Sam Shekar**;
 - 4) In August: "USPHS Regular Corps Assimilation" provided by **LCDR Corey Dahl**; and
 - 5) In October: "Commissioned Corps Awards" provided by **CDR Jeff Murray**.
3. APAOC organized a recruiting event at the Asian Pacific American Federal Career Advancement Summit (APA summit) which attracted more than 14,000 attendees. APAOC drew lots of attention since APAOC was the only uniformed exhibitor at the event. As a result, more than 40 potential recruits signed up to receive information on the PHS.
4. APAOC members have donated almost one thousand dollars to support the program of APAOC T-shirts, the APAOC-driven recruiting event at APA summit, and the Shadow Box and USPHS table flag for **CAPT Allan Lock**.
5. APAOC worked closely with the MOLC to accomplish the following:
 - 1) In June, APAOC supported the MOLC awards luncheon at the 2008 Scientific and Training Symposium in Phoenix, AZ;

- 2) In June, APAOC prepared and staffed the MOLC poster displayed at the 2008 Scientific and Training Symposium in Phoenix, AZ; and
- 3) In October, APAOC supported MOLC at a reception for the Assistant Secretary for Health ADM Joxel Garcia.
6. APAOC also improved its internal operation processes and revised its by-laws by:
 - 1) Establishing an EC weekly telephone conference call to provide open lines of communication among EC members and voting members; and
 - 2) Revising the By-laws to provide specific guidelines/guidance around the following issues:
 - Timely selection of a new Chair in order to ensure a smooth transition for APAOC every year.
 - Careful selection of well-qualified officers to lead APAOC as voting members every year.
 - Clearly outlining the Resignation process.
7. APAOC leadership has completed the efforts below to ensure the excellent performances of APAOC members in 2008 be recognized:
 - 1) Issued more than sixty appreciation letters to members who organized and participated APAOC driven events and programs in 2008
 - 2) Issued four appreciation letters to members who donated money to support APAOC driven events and programs.
 - 3) Issued fourteen Appreciation Certificates to all voting members in 2008 for their services on behalf of APAOC.
 - 4) Issued eighteen Appreciation Certificates to members for their actively participation in the APAOC Mentoring program.
 - 5) Nominated seven officers for the Special Assignment Award for their service to APAOC
 - 6) Nominated a group of APAOC members for the Unit Commendation award for their outstanding performance in carrying out the mission of USPHS in 2008.

In summary, APAOC has had a very productive and successful year. Now, APAOC is a well-run, proactive and productive organization. All members of APAOC are enthusiastic and ready to continue in carrying out the mission of USPHS including the mission of MOLC and the mission of APAOC in 2009.

Prepared by:


LCDR Sally Hu
Chair, APAOC


December 17, 2008

ACKNOWLEDGEMENT:

This document was conceived by the efforts of several APAOC members, listed in alphabetical order, including LCDR B Nhi Beasley; CDR Paul Jung; CDR Paul Kitsutani; LCDR Ruby Lerner; LCDR Mei-Ying Li; LCDR Quynh Nguyen; LCDR Ryan Nguyen; LCDR Chauha Pham; and CAPT Joannie Shen.

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE
Office of the Surgeon General
United States Public Health Service
Meeting Minutes
December 17, 2008

I. LOCATION/DATE/TIME:Location: Surgeon General's Conference Room (18-57) – 18th floor Parklawn Building

Date: November 19, 2008

Time: 12:00H – 13:00H EST

Teleconference Line: **800-988-9587**; Passcode: **83624****II. ATTENDANCE:**

A. Voting Members

#	RANK	NAME	1/16/08	*3/19/08	*4/2/08	5/21/08	7/16/08	9/17/08	10/17/08
1.	CAPT	Sarath Seneviratne	✓	✓	✓	✓	✓	Exc.	✓
2.	CAPT	Joannie Shen	✓	✓	✓	✓	✓	✓	Exc.
3.	CDR	David Kim	Exc.	Absent	✓	✓	✓	Absent	Absent
4.	CDR	Paul Jung	✓	✓	✓	✓	✓	✓	✓
5.	CDR	Rita Shapiro	✓	Absent	Absent	Absent	Absent	Absent	Absent
6.	LCDR	B. Nhi Beasley	✓	✓	✓	✓	✓	Exc.	Exc.
7.	LCDR	Chauha Pham	✓	✓	✓	✓	✓	✓	✓
8.	LCDR	Christina Thompson	✓	✓	✓	✓	✓	✓	Exc.
9.	LCDR	Mei-Ying Li	✓	Absent	✓	✓	✓	✓	✓
	LCDR	Parmjeet Saini Executive Secretary	✓	✓	✓	✓	Exc.	✓	✓
10.	LCDR	Paul Kitsutani	✓	✓	✓	✓	✓	Exc.	✓
11.	LCDR	Quynh Nguyen	✓	✓	✓	✓	✓	✓	Exc.
12.	LCRD	Ruby Lerner	✓	✓	✓	✓	✓	✓	✓
13.	LCDR	Ryan Nguyen	✓	✓	✓	✓	✓	Absent	Exc.
14.	LCDR	Sally Hu	✓	✓	✓	✓	✓	✓	✓
15.	LCDR	Sianta Kamal	Exc.	✓	✓	✓	✓	✓	Absent

III. STANDARD AGENDA ITEMS:

A. CALL TO ORDER:

The meeting was called to order on December 17, 2008 at 11:35 hours by APAOC chair LCDR Sally Hu.

B. MEMBER ROLL CALL: LCDR Parmjeet Saini and a quorum was met.

IV. Approval of Meeting Minutes

- Sarath Seneviratne motioned to approve the Nov minutes. LCDR Ruby Learner motioned to approve the minutes.

V. REPORTS

Chairperson: LCDR Sally Hu

1. The leadership training in this month
 - Five APAOC members attended the Strength Based Approaches Leadership Training.
 - The training covered some meaningful concepts and models such as *Worldviews* and *Appreciative Inquiry Model (4-D Cycle)*
 - The training gave us a great opportunity to network
 - LCDR Chauha Pham and LCDR Ruby Lerner highly recommended all members consider this training in the future. It was one day training, local (Humphrey BLDG), free and organized by MOLC.
2. APAOC packages
 - Thanks to LCDR Chauha Pham for preparing the packages of 2009 APAOC voting membership Nominations.
 - Thanks to CDR Paul Jung for preparing the special assessment Award packages for APAOC
3. 2009 Leadership Team
 - Thanks to LCDR Christina Thompson for her hard work to put together 2009 leadership team
 - We have received 14 “yes” votes on this list and thanks to the voting members who took time to review and vote on this list
 - Congratulations to the below voting members for their important leadership positions in 2009

Executive Committee:

- Chair - LCDR Chauha Pham
- Vice-Chair - LCDR Ruby Lerner
- Executive Secretary - LCDR Quynh Nguyen
- Corresponding Secretary - LCDR Fei Xu
- Treasurer - LCDR Christina Thompson
- MOLC Representatives - LT Leorey Saligan, LCDR Saini Parmjeet
- Immediate Past Chair - LCDR Sally Hu

Subcommittees:

- Awards and Recognition Chair - CDR Paul Jung
- Career Development Chair - LCDR Nhi Beasley,
Co-Chair - LT Roney Won
Training Coordinator - CAPT Sarath Seneviratne
- Charter and Bylaws - Chair - LCDR Mei-Ying Li
- Communications - Chair - LCDR Saini Parmjeet
- Leadership and Strategic Planning - CAPT Joannie Shen
- Nominations and Membership - Chair - LCDR Sherbet Samuels,
Co-Chair - CDR Paul Kitsutani
- Public Relations - Chair - LCDR Chandak Ghosh,
Co-Chair - LCDR Hawyee Yan
- Recruitment and Retention - LCDR Camille Soondar

4. Revised by-laws

- Thanks to LCDR Li who has spent lots of time on this very important task
- Thanks to all members who reviewed the draft and provided their input to LCDR Li.
- We also thank the OSG for reviewing our revised bylaws and giving us very nice comment "outstanding product."

5. Certificates and feedback:

- I have sent out a certificate to each voting member for your unselfish, dedicated and voluntary service to APAOC in 2008
- Thanks to 2008 voting members who took your precious time to reply to my email and give me your feedback. Thank you.

2. Treasurer: LCDR Ruby Lerner

Balance is same as of last month. \$ 200 was donated by Capt Joannie Shen; today's balance is \$1964.24. (no change from last month's transactions). APAOC's website is paid till Jan 09 and LCDR Parmjeet Saini who will be the chair for the Communications Subcommittee should reach out to LCDR Ryan Nguyen for questions/help with regards to updating or making changes. APAOC will need to continue in 2009 to pay Activehost, which hosts our website, because the plan to migrate APAOC's website into the HHS server by the end of 2008 fell through. Currently, APAOC is paying Activehost monthly fees of \$24.95. CAPT Frances Gipson is working on the shadow box for CAPT Allan Lock, the founder and first Chair of APAOC and who passed away this year. The \$200 donation given by CAPT Joannie Shen will go towards the purchase of the shadow box.

4. Second Roll Call: LCDR Parmjeet Saini (ONLY for those officers who missed the first roll call)

5. Standing Sub-committees

A. Awards & Recognition: CDR Paul Jung

CDR Paul Jung reemphasized the need to keep track of 30 days activities to qualify for a Special Assignment Award. New voting members should keep track of their activities and you may be eligible for a Special Assignment Award. There was a question about Capt Lock's Award to clarify if the title for this award was put into our By-laws. LCDR B. Nhi Beasley mentioned that the By-Laws do not require approval from OSG, only the charter. CDR Jung said that one day's activity for APAOC is equal to one hour and voting members need 30 days

activities over a three year period. Most of the PACs mandated a rule to get the SAA award at the end of a three year terms.

b. Career Development: LCDR B. Nhi Beasley

Certificates were sent to eighteen members who actively participated in the mentorship program.

C. Charter & Bylaws: LCDR Mei-Ying Li

I am happy that Bylaws are over and congratulations to new members. Bylaws do not need approval from the Office of Surgeon General (OSG); just the charter needs an approval from OSG.

d. Communications Sub-committee: LCDR Nguyen, Ryan – Excused

e. Leadership & Strategic Planning: CAPT Joannie Shen- Excused

CDR Hae-Kyung (Amy) Park serves Capt Shen Alternate shared that my input regarding the Chair-elect LCDR Chauha Pham's proposal for APAOC official meetings be held via tele-conference. I already emailed the following.

-I vote in support of her proposal for the following reasons.

1. It is consistent with the **Go Green Initiatives**.
2. It is **time efficient** for Voting Members to attend.
3. It opens the opportunity for **field officers** to fully participate in APAOC activities. In the past, only officers assigned to DC metro area served as APAOC Chairs, due to the unwritten yet required physical presence at APAOC official meetings. This requirement created an unintended barrier for field officers. Unless OSG/MOLC has specific regulations on this, LCDR Pham and LCDR Lerner should be allowed to conduct meetings via tele-conference as they deem necessary. (Alternatively, they may also exercise another option by moving the meeting location to the NIH Clinical Center).

f. Membership & Nomination: LCDR Christina Thompson- Excused

G. Public Relations: LCDR Quynh Nguyen –Excused

h. Recruitment & Retentions: LCDR Paul Kitsutani

CDR Paul called from Cambodia to report that their was no activity to report since our last meeting.

E. Ad Hoc Subcommittee

Education & Training: CAPT Sarath Seneviratne

Capt Sarath attended the retirement seminar and he contacted the presenter who is willing to give training next year T-shirts and coins (LCDR Lerner): T-shirts cost \$10 each. Please add \$3 if ordering up to 2 t-shirts, or \$5 if ordering up to 4 t-shirts. There are two colors: white and grey, in small, medium, and large.

The total # of coins is 25, and CDR Lanchi Nguyen is currently holding them. We may need to order more coins in 2009.

F. PAC Reports - No report

VI. Announcements/Other Business – No new announcement

VII. Closing Remarks/Adjournment: First, hope you and your family remain safe and secure throughout this holiday season. Again, thanks to everyone for your excellent work and I am really enjoying working with you. I also am looking forward to working with you in 2009. Thank everyone for attending our meeting today. Our meeting adjourns at 1:00 pm.

Respectfully submitted by:
LCDR Parmjeet S. Saini Date: 12/29 /2008
Executive Secretary

LCDR Sally Hu Date: 12/29/2008
Chair

CAPT Sarath Seneviratne 12/29/2008
Vice-chair

REF