

USPHS Asian Pacific American Officers Committee



Office of the Surgeon General
 United States Public Health Service
Meeting Minutes
 January 19, 2011

I. LOCATION/DATE/TIME:

Location: Teleconference
 Date: January 19, 2011
 Time: 1200H – 1300H EST
 Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. ATTENDANCE:

A. Voting Members

RANK	NAME	1/19/11					
CAPT	Joannie Shen	Pres.					
CDR	Soju Chang	Pres.					
CDR	Kathryn Feng	Pres.					
CDR	Chandak Ghosh	Pres.					
CDR	Parmjeet Saini	Abs. (excused)					
CDR	Hawyee Yan	Pres.					
LCDR	Aaron Chen	Pres.					
LCDR	Hyon-Zu Lee	Abs. (excused)					
LCDR	Anna Park	Pres.					
LCDR	Aileen Renolayan	Abs. (excused)					
LCDR	Sherbet Samuels	Pres.					
LCDR	Camille Soondar	Pres.					
LCDR	Leorey Saligan	Pres.					
LCDR	Andrew Tran	Abs.					
LCDR	Roney Won	Pres.					
LCDR	Fei Xu	Pres.					
LCDR	Yang Wang	Abs. (excused)					

LT	QuynhNhu Nguyen	Pres.					
LT	Stephen Chang	Pres.					
LT	Sophia Hsu	Abs (excused)					

B. GUESTS (those who notified via email of their attendance)

CDR Lee Hanley	EPA
CDR Christina Lee	FDA
CDR Quynh M. Nguyen	FDA
LCDR Nazmul Hassan	FDA
LCDR Yoon Kong	FDA
LCDR David Lau	ICE
LCDR Caroline Le	FDA
LCDR Ruby Lerner	FDA
LCDR Loan Nguyen	FDA
LCDR Jerry Zee	BOP
LCDR Helen Zhou	SAMHSA
LT Karen K. Ho	AHRQ
LT Khang D. Ngo	IHS
LT Elena Vaouli	ATSDR

III. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on January 19, 2011 at 1200 hours by APAOC Chair LT QuynhNhu Nguyen.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Anna Park and a quorum was met.

C. Approval of Meeting Minutes

LCDR Saligan will obtain October 2010 meeting minutes and circulate for approval.

IV. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

Discussions were opened with a new proposal regarding the APAOC scheduled meetings. Currently, the General Meeting is held every other month alternating with the APAOC Training Session and the Executive Meeting is held prior to the General Meeting. Proposals were made to hold an abbreviated, approximately 30 minutes, General Meeting every month and then holding the Training Session, approximately 1 hour, every other month, alternating with the Executive Meeting, approximately 15 - 30 minutes. LT Nguyen requested all comments/recommendations regarding this proposal be emailed to her.

2. Past Chair report: LCDR Roney Won and LCDR Leo Saligan

LCDR Won and LCDR Saligan did not have any new information to report.

3. Treasurer: LCDR Hawyee Yan

LCDR Yan reported the current balance for APAOC for the month of January 2011 is \$2794.81.

4. MOLC: CDR Chandak Ghosh

CDR Ghosh reported the following:

Congratulations to the previous year's APAOC MOLC representatives CDR Soju Chang and CDR Sally Hu for their great work chairing MOLC, support of the annual COA Conference, and sponsoring the MOLC Health Disparities Conference. This year, MOLC will continue its efforts to recruit minorities to the PHS. It will start by collecting statistics regarding in which agencies and OPDIVS minority officers are currently located.

5. Second Roll Call: LCDR Anna Park (ONLY for those officers who missed the first roll call)

6. Standing Sub-committees

a. Awards & Recognition: LT Fei Xu and LT Karen Ho

LT Ho reported the following:

Annual APAOC awards have been released. Please check the weekly report, COA bulletin and LISTSERV. Due dates for submitting the nomination is March 6, 2011.

b. Career Development: CDR Kathryne Feng

CDR Feng reported the following:

- The Career Development Subcommittee has been working on a Webliography of useful links and resources for APAOC officers. We anticipate that it will be ready next month or early March.
- We also want to announce the Lead and Alternate (Chair and Co-Chair) for the Ad-Hoc Education and Training Subcommittee. LT Khang Ngo will be the Chair and LCDR Nam Esther Chun will be the Co-Chair. We want to thank them for their active involvement with APAOC.

c. Charter & Bylaws: LCDR Aileen Renolayan (excused)

No report given as LCDR Renolayan was excused.

d. Communications: CDR Camille Soondar and LCDR Andrew Tran

CDR Soondar was glad to be the Chair of the Communications Subcommittee and look forward to working with LCDR Tran and other members. She is consulting with the previous Chair on receiving information conducted last year in order to plan upcoming activities.

e. Leadership & Strategic Planning: CAPT Joannie Shen

CAPT Shen reached out to members in remote areas. Understanding that opportunities to network were limited, she reminded members that APAOC provides a great opportunity for fellow officers to get involved.

f. Membership & Nomination: LCDR Parmjeet Saini and LT Sophia Hsu (excused)

No report given as both members were not present for the meeting.

g. Public Relations: CDR Soju Chang and CDR Christina Lee

CDR Chang reported the following:

- As in previous years, APAOC will participate in a Mini Fair organized by the Chinese Culture and Community Service Center (CCACC) to celebrate the Chinese New Year at Lake Forest Mall in Gaithersburg, MD, on February 6, 2011. The exact time is pending confirmation from CCACC. An announcement soliciting for volunteers will be distributed through APAOC listserv. This will be a great opportunity to promote visibility of APAOC and USPHS.
- For those who are not aware, the U.S. Public Health Service Commissioned Corps is on Facebook now (<http://www.facebook.com/USPHS>). To increase visibility of PHS and

APAOC in the APA community, the Public Relation Subcommittee would like to propose for APAOC to create a Facebook account. Feedback from APAOC members has been solicited.

- **Announcement:**
The 2011 USPHS Scientific and Training Symposium will be held in New Orleans, June 20 – 23. The symposium provides an opportunity for participants to learn the work performed by PHS officers at their agencies or during deployments. The symposium also provides opportunity for officers to network with other officers from your category. The annual MOLC Awards Ceremony is also held at this symposium. APAOC members are encouraged to attend the USPHS symposium this year.
- **LT QuynhNhu Nguyen reported the following:**
The minority group chairs usually attend this symposium to present the awards at the MOLC Awards ceremony. You might want to coordinate this ahead of time.

h. Recruitment & Retention: LCDR Sherbet Samuels and LCDR Hyon-Zu Lee

LCDR Samuels reported the following:

We are currently transitioning to this new role. We look forward to working very closely with the other Sub-committees and our general members. Specifically, the Public Relations Subcommittee as our responsibilities is very similar. We also look forward to working with the Communications and Membership & Nominations Sub-committee.

7. Ad Hoc Subcommittee

a. Education & Training: LT Khang Ngo and LCDR Nam Esther Chun

CDR Feng reported that LT Khang Ngo will be the Lead and LCDR Nam Esther Chun will be the Alternate for this position.

b. OFRD Liason – LCDR Jerry Zee

➤ LCDR David Lau reported the following:

Group 2 Teams (APHT 2, MHT 2, SAT 2, RDF 2)

Group 5 Teams (APHT 5, MHT 5, SAT 5, RDF 5)

Plan to be engaged in **IHS** Field Training to include dates surrounding **April 14-25, 2011.**

Group 3 Teams (APHT 3, MHT 3, SAT 3, RDF 3)

Group 4 Teams (APHT 3, MHT 3, SAT 3, RDF 3)

Plan to be engaged in **Operation Lonestar** Field Training to include dates **July 16-30, 2011.**

Group 1 Teams

APHT 1 – Plan to be engaged in **Pikeville, KY** Field Training **June 5-12, 2011**

RDF 1, MHT 1, SAT 1 - Plan to be engaged in **Pikeville, KY** Field Training **June 7-14, 2011.**

OFRD- Team CONOPS workgroups nominees

Team Leads,

OFRD will be forming seven workgroups for CONOPS revision.

Do Outs:

Nominate 2 officers from your Team to participate on the workgroups by COB 18JAN11.

Each of the seven workgroups will have the responsibility of revising current concepts into a

working document under the guidance of an OFRD Lead.

1. Nominees will be responsible for attending online group sessions (chat)
2. Nominees will be responsible for briefing their Team Leadership on progress
3. Nominees will be responsible to attend no more than two teleconferences a month
4. Nominees will be responsible for forwarding RFI's from their respective TL to the workgroup representative.

Once the workgroups are formed, OFRD will designate a workgroup representatives who will work closely with OFRD consolidate work efforts. We plan to have solutions by the beginning of May. Continuation of workgroup activities will be on an as needed basis there after.

Please forward your nominations to me @ Sean-David.Waterman@HHS.gov Subj line: OFRD- Team CONOPS workgroups nominees

- ❖ There are openings on Tier 1 and Tier 2 Teams. If interested, send intent and CV to ofrd-esponse@hhs.gov

OFRD looking for BLS instructors 26JAN 2011 @ 0800-1200 (need 2 for this date)
4 FEB 2011 @ 0800-1200

Location: Walter Reed

- ❖ 2011 HHS Integrated Training Summit will be May 1-5 in Grapevine, TX
<http://www.integratedtrainingsummit.org/>
Change in team leaders every 3 years; 3 team members will be going to conference; team leader and 2 prospective future team leaders.
May 1-2 are the workshops and May 3-5 is the conference where OFRD will be meeting with the teams individually.

➤ Please refer to the following attachments for LCDR Zee's report:

Attachments: "OFRD Liason Report – January 2011" document
"Appendix A"
"Appendix B"

8. PAC Reports - No report given.

VI. Announcements/Other Business

Website migration

CDR Chang noted the website has been migrated to the PHS server and has been posted on the weekly report. The format follows the same format as the other groups, including the MOLC.

COA Conference

LCDR Won announced 20 seats were available for nurses interested in the Skills Refresher Course that will be taught by the Army.

BLS Instructors

LCDR Lau announced that OFRD is seeking BLS instructors. Two instructors are necessary for the January 26, 2011 class and one instructor for February 14, 2011. All classes will be held at Walter

Reed Army Medical Center.

AMSUS – LCDR Christina Lee presented last year in San Antonio, TX.

The 2011 USPHS Scientific and Training Symposium will be held in New Orleans, June 20 – 23. The symposium provides an opportunity for participants to learn the work performed by PHS officers at their agencies or during deployments. The symposium also provides opportunity for officers to network with other officers from your category. The annual MOLC Awards Ceremony is also held at this symposium. APAOC members are encouraged to attend the USPHS symposium this year.

VII. Closing Remarks/Adjournment

LT Nguyen thanked all APAOC members again for their time and commitment in participating in APAOC’s yearly activities and monthly meetings.

The meeting was adjourned at 1245 hours.

Respectfully submitted by:

LCDR Anna Park Date: 1/29/2011
Executive Secretary

LT QuynhNhu Nguyen Date 1/31/2011
Chair

Attachments: “OFRD Liason Report – January 2011” document
“Appendix A”
“Appendix B”

OFRD Liaison Report

LCDR Yang Wang
January 2011

OFRD

1. *OFRD-Training*

- a. **Officer Basic Course (OBC)** -OBC-40 Begins Sunday, 9-January and concludes with graduation on Friday, 28-January. If you are in the DC area and available, please attend the graduation held at the Gaithersburg Holiday Inn, 2 Montgomery Village Avenue, Gaithersburg, MD 20879.
 - b. **Provisional OBC (POBC)** -POBC was designed to provide training for officers who have not completed all requirements for BOTC/IOTC and have never attended an OBC. The first iteration of POBC was successfully navigated by 18 officers and POBC-0003 will begin 10January. Each POBC iteration can hold a maximum of 30 enrollees. Should you wish to participate in an upcoming evolution, please move quickly as classes fill quickly. For additional information please contact LCDR Dean Trombley (dean.trombley@hhs.gov) of OCCO-COTA. Please see **APPENDIX A**.
2. **Integrated Training Summit (ITS)** -The 2011 Integrated Training Summit will be held at the Gaylord Texan in Dallas in May 2011. Pre-conference workshops occur 1-2 May, and the conference runs from 3-5 May. Interested parties will want to contact CDR Patrick Denis. Please see APPENDIX B.
 3. **OFRD BLS Instructor Cadre** -OFRD is actively recruiting highly motivated officers who wish to teach BLS to the colleagues attending OBC or their co-workers. All those interested should contact LT Olin Bakke.
 4. **Public Health / Medical Missions -Domestic**
OFRD has been authorized to provide support for the State of the Union address scheduled to occur 25 January 2011. In support of this event, we ask that all officers verify their contact information is correct within their Direct Access profiles.

Recruiting for Tier 1 and 2 Team Members -Recruiting Notices for Tier I and II teams are expected to be released by OFRD-Response in January. Interested officers should send a CV to **OFRD-Response@hhs.gov**.

5. **Public Health / Medical Missions -Global Operations**

Deployed an officer to conduct Pre Deployment Site Surveys in Timor Leste and the Federated States of Micronesia in support of the Pacific Partnership 2011 mission (PP 11). PP 11 is a joint service training/humanitarian assistance mission to be conducted later this year in the Pacific, operating off the USS Cleveland (LPD-7).

Continue to support CDC staffing requests to assist in the Haiti cholera response.

6. **Basic Readiness and FMRB**

- Promotion Eligible officers -OFRD works closely with all promotion eligible officers to verify each is aware of any and all discrepancies which may limit their promotion eligibility. If you are up for promotion and your Direct Access profile lists you as Not Qualified, you should have received a telephonic **OFRD Customer Care and Readiness Update (CCRU)**. We have attempted to call you via work, cell, and home phone numbers. If you have not received your CCRU, please login and update your phone numbers within your Direct Access profile and contact OFRD ASAP so that we might assist you with your readiness related questions. We will answer your questions, limit your concerns, and present a plan to resolve all issues.
- MAB delayed by high influx of FLU shots -MAB is delayed by up to 8 weeks due to the high volume of Flu immunizations recently received in conjunction with previously received immunizations.
- Presidents Challenge (PC) -The PC website has reformatted their website and undergone a significant data migration moving profiles, points, and awards from an old server to a new one. Regrettably, their transfer may have resulted in minimal data loss. The PFC IT department is working diligently to find and restore lost data/points, but they do not have a specific date as to when this will occur. Affected officers, using the PC in lieu of the APFT, unable to provide proof of a 2010 PC Award are encouraged to complete their APFT and contact OFRD to receive credit for APFTs completed after the 31-December-2010 readiness deadline.
- No Officer will be disadvantaged -OFRD has deployed several officers to assist MAB with the immunization backlog. OFRD will verify that no officer is disadvantaged if their immunization information results in them being listed as Not Qualified as of 31-December. Immunization Waivers will be granted on a case-by-case basis. Furthermore, OFRD continues to work with officers negatively affected by the PC data migration and will grant PC Waivers on a case-by-case basis.

Please use the OFRD website to view the latest Readiness Guides in order to view your Projected Status on Direct Access. You will also find other helpful links.

- **Field Medical Readiness Badge (FMRB) Update:** OFRD will conduct the next FMRB evaluation in March 2011. Recent changes (i.e. Immunization/PC data migration) have affected FMRB evaluations and we ask officers who feel they have met requirements to contact OFRD@hhs.gov for special consideration.
- **Current Readiness Status** -Check your Readiness Status by visiting your Direct Access profile and viewing your Current Readiness Status as of 1-January-2011. Send all readiness related questions to OFRD@hhs.gov

APPENDIX A

Provisional Officer Basic Course (POBC)

The Provisional Officer Basic Course (POBC) online course has been developed for officers who have not successfully completed the 2,3, or 5 day Basic Officer Training Course & Independent Officer Training Course (BOTC & IOTC) or attended the residential Officer Basic Course (OBC).

The Provisional Officer Basic Course (POBC) has been implemented to provide officers who have not received the Commissioned Corps Training Ribbon (CCTR), with the mechanism to do so through the completion of this 8 week online course. The goal of POBC is to provide the participants updated, relative, useful information (officership, readiness, and deployment topics) that is needed by all officers to meet our mission "To protect, promote and advance the health and safety of the nation".

All officers that have not been award the CCTR (1200 plus officers) have been sent and email with a Survey Monkey link for them to denote their level of interest with participating in this course. Those that denote interest in participating will be sent a list of future POBC dates for the rest of Fiscal Year (FY) 2011.

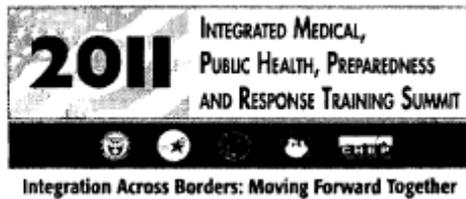
If they are interested in participating in this online training course *they must:*

1. Meet the requirements as listed:
 - a. Officer must be basic ready to enroll in course
 - b. Officer must own all three required uniforms (SOB, BDU, and Summer Whites)
 - c. Officer must send full length, front and side view photos in each of the three required uniforms.
 - d. Officer will fully participate in all activities
 - e. Integrity (nothing more need be said)
 - f. Participation in all of the weekly modules, discussion questions and quizzes is mandatory and must be completed within allotted time.
 - g. Officer will complete the course on his/her own time, it is not an expectation that an agency will allow duty time to complete the course
 - h. Officer must be available for the 2 hour capstone call in order to enroll in course
2. Read, accept, and sign POBC "Officer's Expectations Form" and have your supervisor sign.
3. Fax the signed Expectation Form NLT 3 weeks prior to start date of your class to: **Division of Commissioned Corps Training and Career Development Attn: LCDR Dean R. Trombley Fax #: 240-453-6141**
4. Verify your ability to log onto the Blackboard Learning Management System

Once they have completed these steps will be placed on the list of potential participants and will be notified when they are placed in a specific class. They are asked *not* to make direct contact with anyone from the Division of Commissioned Corps Training and Career Development regarding POBC until they have been notified that they have been selected for class time and only if they are instructed to do so.

Questions: Dean.Trombley@hhs.gov

APPENDIX B



Be sure to mark your calendars now and save the date!

The 2011 Integrated Medical, Public Health, Preparedness and Response Training Summit will be held May 1-5, 2011 in Grapevine, Texas. Pre-training workshops will take place May 1-2, 2011 and the Main Training Summit will be held May 3-5, 2011.

This Integrated Training Summit is co-sponsored by the U.S. Department of Health and Human Services (HHS) and the Chesapeake Health Education Program, Inc. The Training Summit brings together HHS partners including the National Disaster Medical System (NDMS), the Office of the Civilian Volunteer Medical Reserve Corps (OCVMRC), the Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP), and the Office of Force Readiness and Deployment (OFRD).

For additional information, please go to www.integratedtrainingsummit.org. Registration for the training summit and hotel information will be posted on this website this December. We hope you can join us in Texas in May 2011!

Questions: OFRD-Training@hhs.gov or Patrick.Denis@hhs.gov