

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Minutes of the Meeting**

15 November 2006

**I. LOCATION/DATE/TIME:**

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;  
15 November 2006; 1200 – 1330.

**II. ATTENDANCE:**

**A. VOTING MEMBERS IN ATTENDANCE**

Note: SC=Sub-committee

\*participating via teleconference

CAPT Astrid Szeto	FDA	Chair
CDR Soju Chang*	FDA	SC Co-Chair, Leadership & Strategic Planning, Immediate Past Chair
CDR Narayan Nair*	FDA	MOLC Representative
LCDR Dianne Paraoan*	FDA	Vice Chair, SC Chair, Leadership & Strategic Planning
CDR Darius Yorichi*	IHS	SC Chair, Awards & Recognition
LT Nazmul Hassan*	FDA	SC Chair, Public Relations

**B. VOTING MEMBERS EXCUSED**

CDR Hye-Joo Kim	CDC	SC Chair, Career Development and Advancement
LCDR Marjorie Baldo	CMS	SC Co-Chair, Awards & Recognition
LCDR Dan-My T. Chu	FDA	Treasurer, SC Chair, Membership & Nominations
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Ryan Nguyen	FDA	SC Chair, Recruitment & Retention
LCDR Angela Shen	FDA	MOLC Chair/MOLC Representative
LCDR Joanne Shen	IHS	Executive Secretary
LT Gilian Engelson	NIH	Corresponding Secretary
LT Eduardo Lim	FDA	SC Chair, Communication

**NON-VOTING SUBCOMMITTEE CO-CHAIRS EXCUSED**

LCDR Chauha Pham  
LCDR Mei-Ying Li

**C. GUESTS**

CDR David Kim*	CDC
CDR Sarath Seveviratne	FDA
CDR Rita Shapiro*	USCG
CDR Joannie Shen*	FDA
CDR Vien Vanderhoof*	NIH
LCDR Jenny Doan*	DOD
LCDR Connie Jung*	FDA
LCDR Larry Lim	FDA
LCDR Quynh Nguyen*	FDA

LCDR Yang Su*	CDC	
LT Jane Chen*	FDA	
LT John Guzman*	NIH	
LT Varsha Savalia*	FDA	
LT Paul Seo*	FDA	
LT Jeffrey Vang*	IHS	
LT Jerry Zee*	IHS	
LTJG Bertulfo, Francis*	OS	
Mr. Nawab Siddiqui	FDA	SC Co-Chair, Public Relations

E. **MEMBERS ABSENT**

LCDR Parmjeet Saini	
LCDR A. Karen Bryant	HRSA
LCDR Jedeon Virata	HRSA
LCDR Susanna Choi	FDA
LT Jack Sibal	DHS

F. **EX-OFFICIOS**

CAPT Yaplee, Deborah*	FDA	Past Chair 1997
CDR Elise Young*	HRSA	Past Chair 2001

III. **STANDARD AGENDA ITEMS:**

- A. **CALL TO ORDER:** The meeting was called to order on 15 November at 1200 hours by LCDR Paraoan, Vice Chair APAOC, speaking for CAPT Astrid Szeto, APAOC Chair who has laryngitis.
- B. **MEMBER ROLL CALL:** CDR Rita Shapiro.
- C. **APPROVAL OF PAST MINUTES:** The minutes from the October 2006 meeting were approved with minor changes, motioned by CDR Yorichi, seconded by LT Hassan.

IV. **REPORTS:**

A. **CHAIRPERSON:**

1. LCDR Paraoan gave the Chairperson's report on behalf of CAPT Szeto and welcomed everyone participating at the meeting and by teleconference.
2. This is the last meeting for the year and no training is scheduled. December is a very busy month for officers who are up for promotion, and for holidays. She believes that we have had 11 productive meetings this year and we will continue to communicate for the rest of this year, through our weekly FYI and emails as needed.
3. CAPT Szeto sent the call for nomination and self-nomination for the 2007 APAOC offices and Chairs/Co-Chairs of Subcommittees on Oct 20. Several reminders were also sent. CAPT Szeto is very disappointed that we still don't have a slate to vote on. This is very sad indeed because all voting members are expected to take an active role in APAOC activities in addition to attending meetings. There are 20 of us and only 15 positions. There's no reason why we are still looking for a MOLC rep and Corresponding Secretary for the Executive committee. LCDR Paraoan and CAPT Szeto both have called the voting members and some of them said they were too busy to take on a leadership role. There is a suggestion that those who are too busy to sign up for any leadership position this coming year should rescind their positions and let the next highest scoring voting member applicants take their place. Each and every one of us officers is busy! This is the nature of our job. We need voting members to contribute to the organization and we are not willing to let anyone not deliver what they volunteered and committed to do. The OSG has not prepared the appointment letters to the new voting members and we can easily revise the names. She asked everyone to understand that being a voting member is more than just listening in on the monthly meetings, but taking an ACTIVE role in APAOC. So again, she asked that all voting members evaluate their ability to participate in APAOC and decide whether or not they will be able to commit to this 3-year appointment. If not, please consider withdrawing your appointment this year and reapplying when you know you have the time to actively participate.

4. In a positive light she stated that APAOC offers a great opportunity to hone one's leadership skills and officership which are our promotion benchmarks. So again, voting members, please consider nominating yourself for the 2007 APAOC term. You should email right away LCDR Chauha Pham, acting Chair of Nomination and Membership, and CAPT Szeto if you are interested or have questions. We plan to have the slate ready the last week of November, have the election process done in 2 weeks and announce the new leadership in early December to have a smooth transitioning.
5. Voting members, especially those whose term is coming to an end: Please do not forget to provide CAPT Szeto with your activity log, ONLY if you have 30 or more non-consecutive days of active participation at APAOC activities during a 3-year term. You could be eligible for a Special Assignment Ribbon (SAR). Please send me your activity log by December 11 so it can be processed.
6. For the Chairs of the Subcommittees, please send LCDR Wei Guo and CAPT Szeto your SOP. It is helpful to pass on lessons learned and helpful information to new leadership so they do not have to reinvent the wheel. Information should include:
  - \* what was done
  - \* how it was done
  - \* what's the critical timeline
  - \* who's the contact
  - \* what should be done next
  - \* misc helpful tips
7. This year, the COER is due to OCCO (OPF) by November 20. About a week after your reviewing official submits his/her comment and signature, the COER should be available on the officer's OPF. Check to make sure they were entered correctly. If you are up for promotion, make sure you meet basic readiness and all documents are faxed and submitted as required. If you have never done a CV before, make sure you ask an experienced officer to check and make sure it meets your category specific format. Ask your mentor to review and comment. Do not assume anything. You only have 3 chances for a promotion. Do not get frozen by some things that are totally under your control!
8. RADM Tollefson sent a reminder to officers that as we approach year end, it is important to plan the use of use or lose annual leave with Management. In the Commissioned Corps, officers may only carry over 60 days of annual leave to the next calendar year. All leave in excess of 60 days will be lost on January 1<sup>st</sup>. In the past, officers were authorized to carryover more than 60 days of AL only because of unusual circumstances. Do not count on it and plan your leave accordingly.
9. DC-COA is sponsoring another indoor group-facilitated APFT today at FDA White Oak Campus - Wednesday, November 15<sup>th</sup> at **5:00 p.m** (FDA Central Shared Use Building - Indoor Tread Mills, 10903 New Hampshire Avenue, Silver Spring, MD 20993), <http://www.fda.gov/oc/whiteoak/>  
Group Leader: LCDR Lori Garcia [lori.garcia@fda.hhs.gov](mailto:lori.garcia@fda.hhs.gov)
10. For the area officers, there are group-facilitated APFTs at Montgomery County, Prince George's County, and Fairfax County, mostly on weekends. For the officers in the field, some COA Chapters also host APFT. Check with the Chapter Presidents. If your schedule does not allow you to participate in a group test, any active duty officer can do the testing for you. Make sure either one of you know the proper procedure and scoring.
11. If you or other officers want one free copy of the "Public Health Service Officer's Guide: Protocol and Service Standards authored by CAPT (Ret.) James Knobon and CDR Alice Knobon, you can:
  1. Pick up at White Oak, contact Joe Tanning at 301-796-1011;
  2. Pick up at NIH, contact CDR Doris Ravenell-Brown at 301-402-0261;
  3. Pick up at Parklawn, contact CDR Jeff Fritsch (301)827-0989;
  4. Pick up in Rockville/Gaithersburg, contact CAPT Szeto at 301-827-9441. (I need your name, rank, work location, and if you are a DC COA member)
  5. Contact your area COA Chapter or Category Chair; if you are in the field,or;
  6. If you want it mailed to you for a cost, contact COA at 301-731-9080.

12. Finally, CAPT Szeto thanked all officers who have contributed so much for APAOC. These are voting as well as general members. You know who you are. She could not have done it without you. She especially thanked some of the general members who stepped up and volunteered to serve as Co-Chair of our Subcommittees. Because of your contribution, she is requesting a Certificate of Appreciation from OSG.
13. It has been an honor to serve as your Chair. CAPT Szeto learned a lot from so many of people and has developed many friendships along the way. For those who finish up their term this year, we'll miss you and hope that you continue to support us. I'm anxiously looking forward to another great year under new leadership! Best Wishes to all officers who are up for promotion and Happy Holidays!

**B. TREASURER REPORT:**

1. LCDR Chu is on maternity leave. There has been no financial activity since Sept of this year. LCDR Paraoan stated that the balance of the COF account was \$1,748.71. The APAOC coin balance is \$841.66.

**C. MOLC REPORT**

1. LCDR Angela Shen was absent.
2. CDR Narayan Nair stated the MOLC has not had a meeting since last APAOC meeting and the next meeting is next week. MOLC Cultural Competency committee is working on cultural integration issues primarily during deployments. This is a high visibility item and is receiving excellent support. It is viewed as a critical component of successful deployment.
3. In January, MOLC will have a function with ADM Agwunobi.
4. CDR Nair will be attending SG-CPO-PAC meeting tomorrow.
5. MOLC website is [www.molcusphs.org](http://www.molcusphs.org)

**D. SUB-COMMITTEE REPORTS**

**1. AWARDS AND RECOGNITION:**

- a. CDR Yorichi stated that being a member of APAOC and serving in the leadership positions is a good way to earn a SAR. He asked that those who have at least 30 non-consecutive days of active contributions to please apply and submit the activity log NLT Dec 11, 2006.

**2. CAREER DEVELOPMENT:**

- a. LT Varsha Savalia reported APAOC Mentoring survey will be distributed to all members participating in the mentoring program. The results of the survey will be published and shared with the mentors. This will assist us to modify the program if needed.
- b. On Thursday, Nov 16, 2006 CDC is holding a conference on Pandemic Influenza. CAPT Szeto will be sending all information immediately after this meeting. Please plan to attend this very valuable and informative conference.

**3. CHARTER AND BYLAWS:**

- a. CDR Wei Guo and LCDR Mei-Ying are both excused. They have finished the MOLC charter and nothing new to report.

**4. COMMUNICATIONS:**

- a. LT Lim is excused.

**5. LEADERSHIP AND STRATEGIC PLANNING:**

LCDR Paraoan will be sending out the strategic plan to the SC Chairs so that they can update and close out the various tasks on the plan. We need to have this done by mid December so that when the January term starts, the new Chairs can work on pending issues.

**6. MEMBERSHIP AND NOMINATIONS:**

LCDR Dan-My Chu and LCDR Chauha Pham are excused. LCDR Paraoan reiterated the importance of all voting members to take an active role in APAOC. In addition, there are no nominations for MOLC Rep and Corresponding Secretary. If any voting member is interested in any position or if you have any questions, please contact either LCDR Pham, CAPT Szeto, or LCDR Paraoan.

## 7. PUBLIC RELATIONS:

- a. LT Hassan thanked everyone for their contributions. He offered special thanks to Mr. Nawab Siddiqui and to CAPT Szeto for all their support.
- b. Still has many APAOC coins left. PLEASE spread the word and email LT Hassan.
- c. LCDR Paraoan stated that she has coins for purchase for those officers in White Oak.

## 8. RECRUITMENT and RETENTION:

- a. No report

E. PAC Reports: None.

**IV. ANNOUNCEMENTS:** None

**V. ADJOURNMENT – NEXT MEETING:**

LCDR Paraoan adjourned the APAOC meeting at 1240 hours. Next meeting is tentatively scheduled for 17 January 2007.

Respectfully submitted by:

CDR Rita Shapiro  
For LCDR Joanne Shen Date: 11/16/06  
Executive Secretary

CAPT Astrid Szeto Date: 11/16/06  
Chair