

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

19 July 2006

I. LOCATION/DATE/TIME:

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

II. ATTENDANCE:

A. VOTING MEMBERS IN ATTENDANCE

Note: SC=Sub-committee

*participating via teleconference

CAPT Astrid Szeto	FDA	Chair
CDR Narayan Nair*	FDA	MOLC Representative
CDR Darius Yorichi*	IHS	SC Chair, Awards & Recognition
LCDR Marjorie Baldo*	CMS	SC Co-Chair, Awards & Recognition
LCDR A. Karen Bryant*	HRSA	
CDR Soju Chang	FDA	SC Co-Chair, Leadership & Strategic Planning, Immediate Past Chair
LCDR Dan-My T. Chu*	FDA	Treasurer, SC Chair, Membership & Nominations
LCDR Ryan Nguyen	FDA	SC Chair, Recruitment & Retention
LCDR Angela Shen*	FDA	MOLC Chair/MOLC Representative
LCDR Jedeon Virata*	HRSA	
LT Nazmul Hassan*	FDA	SC Chair, Public Relations
LT Eduardo Lim	FDA	SC Chair, Communication

B. VOTING MEMBERS EXCUSED

CDR Hye-Joo Kim	CDC	SC Chair, Career Development and Advancement
LCDR Susanna Choi	FDA	
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Dianne Paroan	FDA	Vice Chair, SC Chair, Leadership & Strategic Planning
LCDR Parmjeet Saini	HRSA	
LCDR Joanne Shen	IHS	Executive Secretary
LT Gilian Engleson	NIH	Corresponding Secretary

C. GUESTS

CAPT Vernon Lew*	USCG
CAPT Deborah Yaplee*	FDA
CDR Quirico Cabredo*	USCG
CDR Rita Shapiro*	USCG
CDR Joannie Shen*	FDA
CDR Vien Vanderhoof*	NIH

LCDR Jenny Doan*	DOD	
LCDR Camille Hawkins	OCCO	
LCDR Yoon Kong	FDA	
LCDR Lisa Kwok	FDA	
LCDR Joy Lee*	IHS	
LCDR Mei-Ying Li	HRSA	SC Co-Chair, Charter and Bylaws
LCDR Quynh Nguyen*	FDA	
LCDR Sarah Park	FDA	SC Co-Chair, Recruitment & Retention
LCDR Chauha Pham*	NIH	SC Co-Chair, Membership & Nominations
LT Jeffrey Basilio*	NIH	
LT Jane Chen*	FDA	
LT Caroline Le*	BOP	
LT Varsha Savalia*	FDA	SC Co-Chair, Career Development & Advancement
Mr. Nawab Siddiqui	FDA	SC Co-Chair, Public Relations

E. MEMBERS ABSENT

None.

F. EX-OFFICIOS

CAPT Allan Lock (Ret.)*	NIH	Past Chair 1990-1993
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III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 19 July 2006 at 1200 hours by CAPT Astrid Szeto, APAOC Chair.
- B. MEMBER ROLL CALL: LCDR Quynh Nguyen
- C. APPROVAL OF PAST MINUTES: The minutes from the June 2006 meeting were approved, motioned by LCDR Ryan Nguyen, seconded by CDR Chang.

IV. REPORTS:

A. CHAIRPERSON:

1. CDR Szeto welcomed all members in attendance at the meeting/telecon.
2. LCDR Hawkins gave a presentation on Career Planning and Preparation today from 1200-1245. The meeting today will last only 45 minutes as LCDR Hawkins needed a minimum of 45 minutes for her presentation on Career Planning and Preparation. It was a very timely topic as the FY 2006 temporary promotions were announced a few weeks ago and it is not too early to prepare your OPF for the FY 2007 promotion cycle. LCDR Hawkins' PowerPoint presentation is available on the website at <http://www.usphs-apaoc.org/>. Check under the Career Development /Professional Advancement/ Guest Presentations link. Click on Career Planning and Preparation (the 5th link after you open the page).
3. Next month's training will be given by CDR David Diwa on International Experience and Technical Assistance, a program run by CDC. It will be on 16 August 2006 at the regular 1300-1330 time slot.

4. CAPT Szeto was pleased to announce the very happy and excited news that LCDR Paraoan, Vice Chair and Chair of the Leadership and Strategic Planning Subcommittee, delivered a healthy baby girl named Isabella Santiago on Monday morning (17 July 2006) at 7:07am. She weighs 6 lbs., 14 oz., and is 20.5 inches long. A congratulatory card will be sent around for signatures and contributions are welcome to send her a fruit basket.
5. CAPT Szeto expressed her very sincere congratulations to those officers who were successful in this year's promotion cycle. For those who weren't successful this time, don't despair. Examine your scores and find out what you need to focus on next year. For those who are up for promotion next year, this is NOT too early to check your eOPF, OFRD, and medical records to make sure that everything is up-to-date. CAPT Szeto said there is a list of tips on the website that answers many of the promotion-related questions that were often asked of her. It is temporarily disabled, but will reactivate in the very near future. If you are up for promotion, definitely talk to your mentor(s) or CPO for suggestions. LCDR Hawkins is tentatively scheduled to give a 45-minute training on Promotion and Assimilation at the September meeting. Please submit any questions you have before the training to CDR Kim, Career Development Chair.
6. The 2006 COER is forthcoming, but the Manual Circular PHS #383 is available on the DCP website. The rating period is 1 October 2005 through 30 September 2006. The COER is due to the Rater by 16 October 2006, due to the Reviewing Official by 6 November 2006, and due to OCCO by 20 November 2006. *Make sure you have ALL your COERs on file at your OPF. As mentioned by CDR Hawkins in her presentation, if any of your COERs are missing, then you can talk to your CPO, mentor, or OCCO to obtain those missing COERs. This is very important.
7. As of the end of June, we have 115 members, including the voting members, in our database. We have representation from ranks of LTJG to RADM, in all 11 categories, in 7 of the 11 HHS agencies and four other Departments (DHS, BOP, IHS, USDA, DOD (USCG)). This year, we have 18 members who were successfully promoted, one with EPP. Unluckily, there were 5 promoted officers who participated at our teleconference, but have not signed up as members. CAPT Szeto believes that at least two of them have signed up since she sent them a congratulatory email. More disturbing to her was that there are 26 additional Asian-sounding last names in the promotion list that are not in the membership database. Imagine how many APA officers there are that we still need to reach out to.
8. Yesterday, CAPT Szeto received a Letter of Appreciation, a Certificate of Appreciation, and pictures from LT COL Nelson Toy from Iraq. She circulated them in the room. The Letter said "Dear Astrid (it meant all of you), I'd like to take this opportunity to thank you for making OPERATION OUTREACH a tremendous success!! Your leadership has led to improving the lives of almost 250 plus children in the town of Grraraf. It was an amazing effort on your part and the APAOC members really came through! On behalf of the two schools, Al Shamoos and Bart-Al Rahman, in DHI QAR province, Iraq, I thank everyone for their generosity! I wanted to let you know these school supplies will definitely have a huge impact in the lives of these children. Thanks again for your support and donations!"
9. In appreciation of the outstanding support of LCDR Stacey Gooding, President of the COA, DC Metropolitan Area Branch, on this fundraising effort, CAPT Szeto prepared a Certificate of Appreciation for her to be given at the Summer Luncheon today. Unluckily, it was at the same time as this meeting. CAPT Szeto had requested that RADM Michael, guest speaker at the event, present the Certificate to LCDR Gooding.
10. If you want to have one or more Katrina coins, then please send a check/money order for \$10 each (plus \$2.00 shipping/handling per coin) made out to Commissioned Officer Foundation or COF. The check/money order should be sent to: LCDR Thomas Pryor, P.O. Box 1144, Pagosa Springs, CO 81147. He will confirm receipt of the payment and time of shipment with you. The deadline

for ordering is 30 September 2006. This may be the last chance to obtain a Katrina coin. Contact LCDR Pryor at (505) 759-7286 or by email at thomas.pryor@ihs.gov if you have any questions.

11. TREASURER REPORT:

- a. LCDR Chu stated that the balance of the COF account was \$1748.70. The APAOC coin balance is \$834.77.

12. MOLC REPORT

- a. LCDR Angela Shen thanked members for joining the two Working Groups.
- b. Mission, Charter, and Bylaws Working Group - The mission, charter, and bylaws are due this year in 2006.
- c. Cross Cultural Competency Working Group - The White Paper is in draft version and will go through the OSG. RADM Williams was pleased to hear about the efforts of this Working Group and thought that this could perhaps be integrated into BOTC. The MOLC is agreeable to this.
- d. Accomplishments - There are four groups that make up the MOLC. The chairpersons of of the four groups have each sent their list of accomplishments for the first six months to MOLC. This list will be presented to the PAC chairpersons. Members should be very proud as each of the four groups have made many accomplishments. The plan is to send this information quarterly so that it can be disseminated. This is good press for the MOLC groups and OSG should know about the accomplishments.
- e. COA in Ohio – MOLC would like to have a luncheon at the COA in Ohio. MOLC would also like to submit a poster presentation highlighting each of the four groups so that each group is represented.
- f. Of the 6,000 officers in the US PHS, approximately 30% are minorities based on a survey.

13. SUB-COMMITTEE REPORTS:

- a. AWARDS AND RECOGNITION:
 - i. CDR Yorichi expressed congratulations to the officers who were newly promoted.
- b. CAREER DEVELOPMENT:
 - i. CAPT Szeto stated that the mentor/mentee list should be posted on the website under the Career Development section. The list is only a *suggested* list. Members can have more than one mentor, but members should let the Sub-committee know if that is the case so the list can be updated. An evaluation form will be sent at the end of the year.
 - ii. Officers are encouraged to send their ideas for upcoming training sessions to CDR Kim.
- c. CHARTER AND BYLAWS:
 - i. LCDR Li stated that the Sub-committee will meet on Friday to approve the MOLC charter and bylaws. CAPT Szeto thanked the Sub-committee for assisting the MOLC with this.
- d. COMMUNICATIONS:
 - i. LT Lim stated that the website is being updated to reflect the recent promotions.
- e. LEADERSHIP AND STRATEGIC PLANNING:
 - i. CDR Chang stated that the comments from each of the Sub-committee chairs and co-chairs were being revised for next year's business plan.
- f. MEMBERSHIP AND NOMINATIONS:

- i. LCDR Chu stated that there was nothing new to report.
- g. PUBLIC RELATIONS:
 - i. LT Nazmul Hassan encouraged everyone to look at the APAOC Weekly FYI emails sent by LT Engleson. If members attended any of the events, then they can email him with their experiences.
- h. RECRUITMENT and RETENTION:
 - i. LCDR Ryan Nguyen stated there was nothing new to report.
 - ii. The Sub-committee plans to wait until the Fall to recruit because most schools are closed for the summer. OCCO is still finalizing the materials for recruitment.
- i. ad hoc APAOC COIN MERCHANDISING:
 - i. There are 128 APAOC coins left. LT Hassan asked officers to spread the word about the availability of the APAOC coins. An email will be sent regarding this and he noted that there are many ways to obtain a coin from other agencies.

14. PAC Reports: No reports.

IV. ANNOUNCEMENTS: None

VI. ADJOURNMENT – NEXT MEETING:

CAPT Szeto adjourned the APAOC meeting at 1323 hours. Next month's meeting is scheduled for 16 August 2006.

VII. HANDOUTS:
None

Respectfully submitted by:

LCDR Quynh Nguyen Date: 08/16/06

CAPT Astrid Szeto Date: 08/16/06
Chair