

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

18 July 2007

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
18 July 2007; 1200 – 1300.

II. ATTENDANCE:

A. Voting Members

RANK	NAME	JAN	MAR	MAY	JUL	SEP	NOV
CAPT	Seneviratne, Sarath	X	X	EXC	EXC		
CAPT	Szeto, Astrid	X	X	X	X		
CDR	Chang, Soju	X	X	EXC	X		
CDR	Kim, David	EXC	X	EXC	X		
CDR	Kim, Hye-Joo	X	X	EXC	EXC		
CDR	Nair, Narayan	X	X	EXC	X		
CDR	Shen, Joannie C	X	X	EXC	EXC		
CDR	Yorichi, Darius	X	X	X	EXC		
LCDR	Beasley, B. Nhi	X	X	X	X		
LCDR	Bryant, Karen	UNEX	UNEX	UNEX	EXC		
LCDR	Chu, Dan-My T	X	X	EX	X		
LCDR	Guo, Wei	X	X	EX	X		
LCDR	Jung, Paul	X	X	X	X		
LCDR	Kamal, Sianat	EXC	X	EXC	X		
LCDR	Li, Mei-Ying	X	X	X	X		
LCDR	Nguyen, Ryan	X	X	X	X		
LCDR	Paraoan, Dianne	X	X	X	X		
LCDR	Shen, Angela	X	X	EXC	EXC		
LT	Engelson, Gilian H.	X	X	X	X		
LT	Hassan, Nazmul	X	EXC	X	EXC		

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

CAPT	Cabredo	Quirico C.	DHS
CDR	Park	Amy H.	HRSA
CDR	Shapiro	Rita	USCG
CDR	Sood	Nita	CMS
LCDR	Basilio	Jeffrey L.	NIH
LCDR	Daniel	Derwent	HRSA
LCDR	Doan	Jenny	USDA
LCDR	Kitsutani	Paul	FDA
LCDR	Lau	David	DIHS
LCDR	Nguyen	Quynh M.	FDA

LCDR	Pham	Chauha T.	NIH
LCDR	Samuels	Sherbet	FDA
LCDR	Thompson	Christina L.	FDA
LCDR	Virata	Jedeon M.	HRSA
LCDR	Fei	Xi	FDA
LCDR	Yan	Hawyee	FDA
LT	Sandhu	Sukhminder	FDA
LT	Savalia	Varsha B.	FDA
LT	Seo	Paul	OS

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 18 July 2007 at 1202 hours by APAOC Vice-Chair, LT Gilian Engelson. CDR Joannie Shen was excused.
- B. MEMBER ROLL CALL: LCDR Dianne Paraoan.
- C. APPROVAL OF PAST MINUTES: It was moved by CAPT Astrid Szeto and seconded by LCDR Sianat Kamal to approve the May meeting minutes with minor edits.

IV. REPORTS:

A. CHAIRPERSON REPORT

1. New Structure for Executive Committee. LT Engelson informed the group that CDR Joannie Shen has decided to step down as APAOC Chair. According to the bylaws when the Chair steps down, the Vice Chair takes the role of Chair and the Executive Secretary takes the role of Vice Chair. Because of our current situation with LT Engelson taking maternity leave in October, LT Engelson proposed to the group that she and LCDR Dianne Paraoan, Executive Secretary will share the role of Chair and serve as Co-Chairs for APAOC for the remainder of the term. With the support of the Executive Committee, this proposal was discussed with the group as the best alternative for APAOC for the remainder of the term. The bylaws will be revised to add co-chairs. After further discussions, it was moved that LT Engelson and LCDR Paraoan would serve as APAOC Co-chairs. LCDR Paraoan would also continue to serve as the Executive Secretary and solicit volunteers to take minutes as needed.

2. Corresponding Secretary Position. LCDR Sianat Kamal informed the group that she too will be out on maternity leave beginning in September. Thus, there is a need for an interim Corresponding Secretary. The Executive Committee decided that volunteers should be solicited from voting members first, then if no voting members volunteer, general members would be considered for this interim position. All interested members were encouraged to contact LCDR Paraoan, LT Engelson, or LT Kamal with questions or of their interest. LT Kamal will assist and train the interim Corresponding Secretary to ensure a smooth transition.

B. TREASURER REPORT

1. LCDR Wei Guo reported that the APAOC balance is \$2289.19, \$1377.53 in the donation account and \$911.66 in the APAOC Coin account.
2. APAOC members are encouraged to donate. Donations are tax deductible and should be made to the Commissioned Officers Foundation (COF). In the memo, please put APAOC and email LCDR Guo (wei.guo@fda.hhs.gov) that you donated.
3. The address for donations is:

Commissioned Officers Foundation
820 Corporate Drive, Suite 200
Landover, MD20785

C. MOLC REPORT

1. CDR Kim reminded the group that the MOLC consists of 4 minority groups including APAOC, HOAC, BCOAG, and AI/ANCOAC. The purpose of the MOLC is to advice and consult the

Surgeon General on issues related to minorities. The MOLC meets every 3rd Monday of the month.

2. CDR Kim reported:

- a. APAOC needs to ensure that our information on the MOLC website is up to date.
- b. The MOLC charter is now at the OSG waiting final approval.
- c. CDR Kim thanked those officers who staffed the MOLC Booth at COA. CDR Kim will contact LCDR Wei Guo with the cost of the MOLC Booth.
- d. The OSG created a task force responsible for providing input on both voluntary and involuntary retirement. This task force drafted a memo and solicited comments. CDR Kim will send the memo out to the group for feedback, but because this is a time sensitive issue, officers were encouraged to provide comments to him to be forwarded to the project team no later than 25 Jul 07.

D. SUB-COMMITTEE REPORTS

1. AWARDS AND RECOGNITION: LCDR Paul Jung

- a. LCDR Jung reported that the RADM Samuel Lin and Junior Officer awards were presented to the following at COA.
 - i. RADM Samuel Lin Award: CAPT Pamela Ching
 - ii. Junior Officer Award: LCDR Stella Wisner
- b. LCDR Jung is working on revamping the awards process for next year, making it easier to submit, review, and vote. If you have any comments, please email him.
- c. Those who have completed any volunteer work, to include non-Corps related activities should email LCDR Jung at PHSdoc@gmail.com.
- d. LCDR Jung is working on gathering the information for those officers (voting members) eligible to receive a SAR. Instructions will be provided in a separate email.
- e. Newly promoted officers who have extra insignia are welcomed to include it in the Weekly FYI. APAOC will only serve as a means of posting the information. Officers are encouraged to contact each other individually.

2. CAREER DEVELOPMENT: LCDR Varsha Savalia for CDR Hye-Joo Kim

- a. The current version of the mentor/mentee matchlist is provided on our website. No more mentors will be solicited for the remainder of the year. Mentors and mentees were encouraged to contact each other.
- b. Minutes from the transformation workgroup.

Overview

The WPDG discussed the goals, objectives, and competencies for the Public Health Service Officers Intermediate Course (PHS OIC), Public Health Service Officers Advanced Course (PHS OAC), and the suggested required prerequisites for the Officers Intermediate and Advanced Courses. The Officers Executive Course will be worked in detail at a later date. The development of a Training Matrix for the courses and the associated prerequisites continued to be developed.

Discussion Highlights and Decisions

The workgroup focused on the following topics:

- A. Policy Statements for Officer Training Continuum
- B. Concepts and Goals for Training Continuum
- C. Officer Training Matrix Framework
- D. Review of Training Recommendations from Implementation Plan

A. Policy Statements for Officer Training Continuum

Decisions

Policy Statement document draft is being reviewed by WPDG. No decisions made at this time.

Additional Discussion and Comments

- The Policy Statement document will be discussed at the July 24, 2007, IPCG meeting. The document will be finalized on July 17, 2007.
- All comments on the document are due to CAPT Skerda via email by close of business Wednesday, July 11, 2007.
- Replace III. B. statement with “The officers must complete the continuum of training that are required for the resident courses.” There are two mechanisms for looking at policy
 - o The WPDG works as an integrated group that reviews policy and proposes needed, future policies, recommends these policies to the Recruitment Steering Committee (RSC), then the recommendations of the RSC are sent to the ASH for decision.
 - o The WPDG develops policy statements, contractors then finalize the policies for forwarding to the ASH for decision. The approved and signed policies are then incorporated into the electronic Commissioned Corps Issuance System.
- Although in the eCCIS procedure includes a set review time period for each component, this pre-set date does not preclude an earlier review if it needed.

B. Concepts and Goals, Objectives, and Competencies for PHS OIC and PHS OAC and the Outline Training Matrix Framework

Decisions

- No decisions were made at this time.

Additional Discussion and Comments

For informational purposes, CAPT Kelly summarized for the WPDG:

- o Per the Federal Register, OCCFM responsible for establishing training guidance and policies. OCCO is responsible for operationalizing the training guidance.
- o OCCO is to ensure the training is meaningful and contiguous.
- o The Implementation Plan states Officer Training will be contiguous and throughout the officers’ careers.
- o Development of a transitional plan is needed to cover the potential gap in training that may occur for those officers who have not had BOTC or PHS OBC. Typically, officers who will be in this group will be those who have been in the Corps for more than 5 years as of October 1, 2006.
- The intent is for DCTTC will support facilitating of all training for Corps officers.
- Also, the intent is for the CAMs to be assisting officers in identifying career opportunities.
- CAPT Taylor discussed the Officership group’s plan to review models that are available and use the relevant pieces in the plan and develop any needed original pieces.
- It was suggested that all the groups send their reports/matrix to the entire WPDG.
- CDR Neurath discussed the Leadership group’s progress to date. They will send the current draft CAPT Taylor and CDR Hanner of the Officership group.
- The Response group has not been able to meet due to the training course currently being held. This portion of the courses may need to be developed when the training is completed.
- The Communications group has no update at this time. Work in ongoing.
- CAPT Kelly and CAPT Skerda will meet with the Public Health group to assist with targeting for the courses.
- Each group, with the exception of the Readiness group, is expected to have a draft of their matrix by close of business Friday, July 13, 2007. The documents are to be sent via email to CAPT Skerda by close of business Friday, July 13, 2007.

3. CHARTER AND BYLAWS: LCDR Mei-Ying Li

- a. LCDR Li reported that she still needs SOPs for the following Sub-Committees: Leadership & Strategic Planning, Recruitment & Retention, and Communications.
- b. LCDR Li will be sending out another email to those who have SOPs pending.

4. COMMUNICATIONS: LCDR Ryan Nguyen
 - a. LCDR Nguyen stated that he will resend LCDR Li the Communications Subcommittee SOP.
 - b. LCDR Nguyen reported that the new APAOC website has been launched. He has been working on incorporating some of the suggested changes and asked that if anyone has additional comments or suggestions to please forward them to him.
 - c. Please keep in mind that it takes time to update the website and your patience is greatly appreciated.
 - d. LCDR Nguyen will incorporate the changes as requested by MOLC once he gets the feedback.
5. LEADERSHIP AND STRATEGIC PLANNING: CDR Narayan Nair
 - a. CDR Nair reported that he intends to have a subcommittee meeting before our next general meeting.
 - b. CDR Nair intends on documenting our accomplishments and goals prior to the next term.
6. MEMBERSHIP AND NOMINATIONS: LCDR B. Nhi Beasley
 - a. LCDR Beasley reported that we have received quite a few nominations for voting membership next term.
 - b. General members interested in becoming voting members were encouraged to apply. The deadline is 15 August.
 - c. LCDR Beasley will be sending out an email to those who have applied to confirm receipt of their application.
 - d. There have been 11 new general members who have joined APAOC.
7. PUBLIC RELATIONS: LCDR Dan-My Chu
 - a. LCDR Chu thanked everyone who represented APAOC at the NIH APA Day on May 11, 2007 and the APA Heritage Month Program at Parklawn on May 22, 2007.
 - b. Special thanks went to CDR Vien Vanderhoof for leading the team at NIH and to LCDR Quynh Nguyen for serving as the Mistress of Ceremony at the Parklawn Building. Both events were a success!
8. RECRUITMENT and RETENTION: LT Gilian Engelson for LT Nazmul Hassan
 - a. LT Engelson reported that Associate Recruiters can get material from the DCP website.
 - b. Also, there is new information on how to enroll into the ARP
 - c. Anyone who has been involved in a recruiting activity should provide their information to LT Hassan at Nazmul.Hassan@fda.hhs.gov.
9. Ad HOC Subcommittee: COA PLANNING:
 - a. LCDR Stella Wisner and CDR Pamela Chang were awarded their respective awards by CAPT Astrid Szeto, CDR Joannie Shen, and LCDR Samuel Wu at COA.
 - b. Special thanks again to those who staffed the MOLC Booth.
 - c. Pictures from COA were sent to LCDR Ryan Nguyen for posting.
 - d. The next COA Symposium will be held in Tucson, AZ on 8 June. All are encouraged to attend.
10. Ad HOC Subcommittee: EDUCATION/TRAINING: LT Gilian Engelson for CAPT Sarath Seneviratne
 - a. The next training session is scheduled for 15Aug07. The topic will be the Montgomery GI Bill. The speaker is Mr. Norman Chichester.
 - b. Officers with questions to be discussed were encouraged to forward them to LCDR Dianne Paraoan at dianne.paraoan@fda.hhs.gov or LT Gilian Engelson at engelsong@mail.nih.gov. These questions will be forwarded to Mr. Chichester in advance of the training session.
11. Ad HOC Subcommittee: COINS: CAPT Astrid Szeto
 - a. CAPT Szeto reported that she sold 55 coins at COA. There are still 61 coins left.

- b. Coin exchange is a good way to collect other coins from other disciplines and branches of service.
- c. Anyone interested in purchasing coins should email LT Nazmul Hassan if in the field or if in the DC area contact CAPT Astrid Szeto.

E. PAC Reports: None.

IV. ANNOUNCEMENTS: None

V. ADJOURNMENT – NEXT MEETING:

LT Gilian Engelson adjourned the APAOC meeting at 1307 hours. Next meeting is tentatively scheduled for 19 September 2007.

Respectfully submitted by:

LCDR Dianne Paroan Date: 7/23/07
Executive Secretary
Co-Chair

LT Gilian Engelson Date: 7/23/07
Co-Chair