

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Minutes of the Meeting**

16 May 2007

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

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

**II. ATTENDANCE:**

A. Voting Members

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

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

CAPT	Yaplee	Deborah	FDA
CDR	Cabredo	Quirico C.	DHS
CDR	Park	Amy	HRSA
CDR	Shapiro	Rita	USCG
CDR	Vanderhoof	Vien	NIH
LCDR	Daniel	Derwent	DIHS
LCDR	Kitsutani	Paul	FDA
LCDR	Lau	David	DIHS
LCDR	Ngo	Diem -Kieu H.	FDA
LCDR	Nguyen	Quynh M.	FDA

LCDR	Pham	Chuaha	NIH
LT	Hui	Sara	NIH
LT	Lerner	Ruby	NIH
LT	Savalia	Varsha B.	FDA
LT	Seo	Paul	FDA

### III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 16 May 2007 at 1200 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 LCDR Paul Jung and seconded to approve the January and March meeting minutes with minor edits.

### IV. REPORTS:

#### A. Ad Hoc Committee: COA PLANNING: CDR Darius Yorichi

1. The MOLC Booth is soliciting volunteers to man the booth. If you are interested, please contact CDR David Kim.
2. Officers attending the COA are encouraged to attend the MOLC Banquet to recognize those officers who will be receiving the APAOC awards.
3. There will be a questionnaire sent to those attending COA to see if there is interest in a social hour event.
4. CAPT Astrid Szeto will be selling our APAOC Coin at COA. Those interested in purchasing coins should make arrangements to meet CAPT Szeto.

#### B. CHAIRPERSON REPORT

LT Engelson encouraged members to participate in ongoing activities in support of APA Heritage Month.

#### C. TREASURER REPORT

1. LT Engelson reported that the APAOC balance is \$2289.19, \$1377.53 in the donation account and \$911.66 in the APAOC Coin account. The above balance reflects the expenses for a plaque to honor Capt. Hui on the retirement party and two plaques to honor APAOC awards recipients.
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](mailto:wei.guo@fda.hhs.gov)) that you donated.
3. The address for donations is:
 

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

#### D. MOLC REPORT- None

#### E. SUB-COMMITTEE REPORTS

1. AWARDS AND RECOGNITION: LCDR Paul Jung
  - a. LCDR Jung reported that the recipients for both awards will be attending COA. The recipients are:
    - i. RADM Samuel Lin Award: CAPT Pamela Ching
    - ii. Junior Officer Award: LCDR Stella Wisner
  - b. Those who have completed any volunteer work, to include non-Corps related activities should email LCDR Jung at [PHSdoc@gmail.com](mailto:PHSdoc@gmail.com).
  - c. 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.

2. CAREER DEVELOPMENT: LCDR Paul Kitsutani for CDR Hye-Joo Kim
  - a. 2-week Officer Basic Course (OBC)
    - i. Curriculum finalized and forwarded to upper management for approval
    - ii. OBC start date to be determined
    - iii. Unresolved issue: CAD date to start requiring officers to attend OBC
  - b. Funding option for officer training courses: One of 4 options chosen, which would increase administrative overhead for each officer assigned to an Agency to cover training costs; forwarded to upper management for approval
  - c. Leadership competency matrix (based on HHS Leadership Competency Model): Workgroup to provide input
  - d. Career path & training matrix
    - i. Matrix to serve as a template for what levels of education and training an officer should have, based on rank and job category
    - ii. Workgroup to finalize matrix after receiving input from all category PACs
  - e. Category-specific core competencies: To be developed by Workgroup
  - f. Guidebook for career development: To be developed by Workgroup
  - g. Career Assignment Manager (CAM)
    - i. New position created, among other things, to assist new and current officers with job assignments and to provide guidance and counseling regarding career development, education, and training; details of job duties still being finalized
    - ii. 6 positions already open, more to follow
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 Public Relations.
  - b. LCDR Li will be sending out another email to those who have SOPs pending.
4. COMMUNICATIONS: LCDR Ryan Nguyen
  - a. LCDR Nguyen reported that he is working on redesigning the APAOC Website. He will send a link to the members with a draft of the front page, etc. so that we can forward suggestions/comments.
  - b. Old minutes are missing.
  - c. LCDR Nguyen stated that if anyone has anything to be posted on our APAOC Website to contact him for posting.
5. LEADERSHIP AND STRATEGIC PLANNING: None
6. MEMBERSHIP AND NOMINATIONS: LCDR B. Nhi Beasley
  - a. LCDR Beasley stated that 3 new members have joined APAOC and that 5 more have been added to the list serv.
  - b. If you have corrections to the member directory on the APOAC website, please forward the correct information to LCDR Beasley. An email was sent out in the Weekly FYI asking members to do so. An updated directory will be posted on the APAOC website in June.
7. PUBLIC RELATIONS: LCDR Quynh Nguyen for LCDR Dan-My Chu
  - a. LCDR Quynh Nguyen conveyed that LCDR Chu wishes to thank everyone who helped APAOC during the NIH APA Day on May 11, 2007. CDR Vanderhoof reported that the NIH APA Day program was very well-received.
  - b. Volunteers are still needed (to help staff the APOAC booth, etc.) for the May 22, 2007 APA Heritage Month Program from 11:00 AM to 12:30 PM at Parklawn Building. If anyone is interested in volunteering next Tuesday for this event, then please email LCDR Dan-My Chu at [dan-my.chu@fda.hhs.gov](mailto:dan-my.chu@fda.hhs.gov).
8. RECRUITMENT and RETENTION: LT Nazmul Hassan
  - a. LT Hassan reported that the new USPHS website is up and encouraged officers to visit the site.

b. The FDA/ORA is hiring Consumer Safety Officers. Those interested should contact CDR Diane Schaffer and visit the link at USA Jobs.

9. Ad HOC Subcommittee: EDUCATION/TRAINING: CDR Seneviratne
- a. The next training session is scheduled for 20Jun07. More information to follow.
  - b. Other training opportunities are currently being arranged.

F. PAC Reports: None.

**IV. ANNOUNCEMENTS:** None

**V. ADJOURNMENT – NEXT MEETING:**

LT Gilian Engelson adjourned the APAOC meeting at 1255 hours. Next meeting is tentatively scheduled for 18July 2007.

Respectfully submitted by:

LCDR Dianne Paraoan     Date: 7/9/07

Executive Secretary

LT Gilian Engelson for  
CDR Joannie Shen     Date: 7/9/07  
Chair