

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

19 September 2007

I. LOCATION/DATE/TIME:

Parklawn Building, Room 12B-02, Rockville, MD; 19 September 2007; 1200 – 1245. Followed by training session: Montgomery GI Bill, Mr. Norman Chichester; 1245-1330.

II. ATTENDANCE:

A. Voting Members

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

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

CAPT	Cabredo	Quirico C.	DHS
CAPT	Yaplee*	Deborah	FDA
CDR	Guia	Marvin	BOP
CDR	Park	Amy H.	HRSA
CDR	Shapiro	Rita	USCG
CDR	Van Pelt	Lynn	IHS
LCDR	Basilio	Jeffrey L.	NIH
LCDR	Daniel	Derwent	HRSA
LCDR	Kitsutani	Paul	FDA
LCDR	Kwok	Lisa H.	FDA

LCDR	Lau	David	HRSA
LCDR	Lee	Christina	FDA
LCDR	Lerner	Ruby	NIH
LCDR	Ngo	Diem -Kieu H.	FDA
LCDR	Pham	Chauha T.	NIH
LCDR	Samuels	Sherbet	FDA
LCDR	Thompson	Christina L.	FDA
LCDR	Vu	Ann	FDA
LCDR	Yan	Hawyee	FDA
LCDR	Yu	Yon	CDC
LT	Hu	Sally	NIH

*ex- officios

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 19 September at 1202 hours by APAOC Co-Chair, LT Gilian Engelson.
- B. MEMBER ROLL CALL: LCDR Dianne Paraoan.
- C. APPROVAL OF PAST MINUTES: It was moved by CDR Soju Chang and seconded by CDR Paul Jung to approve the July meeting minutes with minor edits.

IV. REPORTS:

A. CHAIRPERSON REPORT

1. Corresponding Secretary Position. LT Engelson thanked LCDR Chauha Pham who volunteered to serve as our Interim Corresponding Secretary for the remainder of the term. Anyone who has information to post in our Weekly FYI should email LCDR Chauha Pham at cphamt@cc.nih.gov.
2. RADM Moritsugu will be retiring effective 30 September 2007. Special thanks to those Officers who volunteered at the COA/COF sponsored Farewell Ceremony to be held on 4 October 2007. Those selected volunteers should have already been contacted by LT Bekah Sagan. During this event, MOLC will be providing a plaque and flowers to RADM Moritsugu and his wife, respectively, for his continued leadership to MOLC.
3. Those in the DC Area are encouraged to attend the following events:
 - a. Friday, 28 September 2007, Retirement Ceremony for RADM Moritsugu; Humphrey Bldg, Room 800 at 1100.
 - b. Wednesday, 3 October 2007, Swearing in Ceremony for Deputy Secretary Tevi Troy; Cohen Bldg. Auditorium at 1100.
 - c. Thursday, 4 October 2007, COA/COF Change of Command, Farewell Ceremony for RADM Moritsugu, Marriott Wardman Park Hotel, Washington, DC at 1830. For more information go to the COA website.
4. Voting for the ensuing 3-year term. Those voting members who have not cast their votes need to do so by COB today. If this is not possible, you should contact our Membership Subcommittee Chair, LCDR Nhi Beasley. Voting is part of your obligation as a voting member.
5. Voting members eligible to receive their Special Assignment Award (SAA) this term should start keeping track of their participation. CDR Paul Jung, our Awards Subcommittee Chair, will provide more information.
6. The new Awards Policy is out and will be included in the Weekly FYI.
7. (Discussed at the end of the meeting). As this term comes to an end, voting members are encouraged to consider what leadership position they are interested in taking the following year. If interested in a specific position, voting members were encouraged to contact those members currently serving in that role for information on responsibilities and time commitment.

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. LCDR Guo knows that donations and coin sales have been made to the account. Confirmation with Theresa Oliver on our updated balance is still pending.
3. Donation. CDR Angela Shen moved that we donate \$100 to the Juvenile Diabetes Fund in memory of the late LCDR Daryl Crutchfield. CDR David Kim seconded the motion.
4. LT Gilian Engelson informed the group that the plaque and flowers to be presented at the 4 Oct event is a group gift from MOLC. CDR Angela Shen moved that we contribute no more than \$150 to pay for our portion on the MOLC Gift for the plaque and flowers. LCDR Wei Guo seconded the motion.
5. 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.
6. The address for donations is:

Commissioned Officers Foundation
820 Corporate Drive, Suite 200
Landover, MD 20785

C. MOLC REPORT

1. The last MOLC monthly meeting was held on 17 September 2007.
2. CDR David Kim reported that the MOLC Charter is still under revision, but is almost complete. CDR Angela Shen shared the importance of getting this MOLC Charter approved by the OSG as this has implications on each of the individual minority groups, in addition to MOLC as a whole.
3. LCDR Helen Hunt is the lead on the Cultural Competency folder. The overall consensus is that we need more training and more dedicated time to do it.
4. CDR Kim reported on highlights of events of each of the other minority groups.
 - a. AIANOC is working on establishing a Native American Scholarship in memory of RADM Knouss. This will be an educational scholarship for Native Americans in the health fields.
 - b. BCOAG has 30 members who will be going to New Orleans in November to support relief efforts. They will be going with Lean On Me, a non-profit, that will be working on rebuilding efforts. If you would like to be a part of this, please contact CDR David Kim.
 - c. BCOAG will be having their Annual Semi-Formal at Bolling AFB in December.
 - d. HOAC is working on an outline of HOAC's history to be posted on their website.
 - e. HOAC is continuing their lecture series with a presentation by officers previously deployed on the USNS Comfort and Peleliu. Details can be found on the HOAC website.

D. SUB-COMMITTEE REPORTS

1. AWARDS AND RECOGNITION: CDR Paul Jung
 - a. CDR Jung reported that he will be sending an email out regarding the SAA criteria. Those voting members who are eligible at the end of the year are reminded to keep a log on their participation. It must total 30 days.
 - b. CDR Jung proposed that we rename our APAOC Junior Officer Award after RADM Moritsugu. RADM Moritsugu began his career as a junior Co-step. CDR Jung will draft a proposal to discuss with the voting members. Further approval will be needed for this to happen, including approval by RADM Moritsugu.
2. CAREER DEVELOPMENT: LCDR Varsha Savalia for CDR Hye-Joo Kim
Please refer to the attachment.
3. CHARTER AND BYLAWS: LCDR Mei-Ying Li
 - a. LCDR Li reported that she still has all of the SOPs and will send them to the group for review and approval.

- b. LCDR Li requested that anyone who has suggestions or revisions to the by-laws to contact her so that they can be incorporated. This includes the proposal for Co-chairs.

4. COMMUNICATIONS: LCDR Ryan Nguyen

If any member has information they would like to see posted on the website, please contact LCDR Ryan Nguyen.

5. LEADERSHIP AND STRATEGIC PLANNING: CDR Narayan Nair

CDR Nair reported that he anticipates holding a meeting in the next week or so. Those members interested in participating should contact him so that they can be included in the meeting announcement.

6. MEMBERSHIP AND NOMINATIONS: LCDR Dianne Paraoan for LCDR B. Nhi Beasley

- a. LCDR Paraoan reported that voting members still needing to cast their votes should vote no later than COB today. If you need an extension, please contact LCDR Beasley.
- b. An email followed by a letter will be sent to those selected to serve the ensuing 3-year term as well as those members not selected.

7. PUBLIC RELATIONS: LCDR Dan-My Chu

LCDR Chu thanked LCDRs Dianne Paraoan and Angela Shen for their work with MOLC on getting the volunteers and plaque for the 4 October event.

8. RECRUITMENT and RETENTION: LT Nazmul Hassan

No Report.

9. Ad HOC Subcommittee: COINS: LT Nazmul Hassan

No Report.

10. Ad HOC Subcommittee: EDUCATION/TRAINING: CAPT Sarath Seneviratne

- a. Mr. Norman Chichester was in the conference room to discuss the Montgomery GI Bill.
- b. Members were encouraged to stay on the conference call for this training.

E. PAC Reports: None.

IV. ANNOUNCEMENTS: None

V. ADJOURNMENT – NEXT MEETING:

LT Gilian Engelson adjourned the APAOC meeting at 1240 hours. Members were reminded that following this meeting, Mr. Norman Chichester will be answering questions on the Montgomery GI Bill.

Respectfully submitted by:

LCDR Dianne Paraoan Date: 9/25/07
Executive Secretary
Co-Chair

LT Gilian Engelson Date: 9/25/07
Co-Chair

Attachment: Minutes from the Career Development Workgroup

COVER SHEET

WPDG/FAC TRANSFORMATION DOCUMENT
FOR REVIEW

WORKGROUP (WPDG or FAC) NAME: Training and Career Development WPDG

NAME of DOCUMENT: Training & Career Development Mtg # 22, August 7, 2007 - Draft 1

DATE of DOCUMENT: August 13, 2007

CONTACT PERSON FOR QUESTIONS: CAPT Raelene Skerda

CONTACT PERSON E-MAIL ADDRESS: Raelene.skerda@hhs.gov

COMMENTS REQUESTED: _x_ YES ___ NO IF YES, DATE COMMENTS DUE: 08/16/07

BACKGROUND INFORMATION/CONTEXT:

**Training and Career Development Working Policy & Design Group
Meeting #22**

Tuesday, August 7, 2007

Transformation Officers: CAPT David Kelly and CAPT Raelene Skerda

Co-chair: CAPT Wendy Fanaselle

Notes: Relja Ugrinic and CAPT (ret) Martha Dee Kent

Attachments: (1) Participants
(2) Agenda

Overview

The WPDG continued the discussion of 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. Final submission of the areas of focus by the sub groups are due to CAPT Skerda by close of business, Monday, August 13, 2007. Updated draft of the training matrix will be distributed to WPDG members for discussion at the August 21 meeting. No comments on the submitted draft training policy statements have been received. The WPDG will not meet on Tuesday, August 14, 2007. The next WPDG meeting is on August 21, 2007.

Discussion Highlights and Decisions

The workgroup focused on the following topics:

- A. Concepts and Goals for Training Continuum

A. Concepts and Goals for the Training Continuum

Decisions

- No final decisions were made at this meeting. The sub groups are continuing to refine the training matrices. The final drafts will be forwarded to CAPT Skerda by close of business (4:30 PM EDT) Monday, August 13, 2007.

Additional Discussion and Comments

- The Officership subgroup is continuing its work. It is recognized that officership is a complex concept that cannot be defined simply. Officership is not just a series of service activities that an officer does to meet benchmarks for promotions.
- The Officership sub group is approaching defining officership as what is practiced by the uniformed service members of the Commissioned Corps. It is a complex integration of *professional knowledge, understanding (concepts and beliefs), behavioral skills, abilities and values* that function to support and enhance the mission effectiveness of the Commissioned Corps. Within this context, the design of the forms and the characteristics of officership follow the strategic and tactical functions that they must support and enhance.
- The Officership sub group proposed framework is an integrative professional model of officership for the USPHS Commissioned Corps.
- The Officership sub group proposes the functional domains for this sub domain to be: Why, What, Who, How, Where, and When.

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- The Officership sub domains will be grouped into strategic groupings.
 - Why and What are the Strategic Purpose. This can be stated as the scope of responsibility and capability. Examples: Uniformed Service, Public Health, Discipline Specific
 - Who is the Strategic Identity. This can be stated as the cohesive unified culture to focus efforts. Examples: Commissioned Corps, Public Health Service, Discipline (Category).
 - How is the Strategic Plan. Examples: Functional Groups – Clinical, Research, Administrative, Mental Health, etc.
- Each officer has three identities. The officer is a PHS officer, a uniformed service officer, and the category-specific and/or discipline specific identity.
- The category training will be taken care of in more detail in the career development focus of this WPDG. Similarly, the functional group training will also be taken care of in more detail in the career development focus of this WPDG.
- One challenge that will need to be worked through is how supervisors, especially supervisors who are civil service employees, can properly evaluate each of their officer's officership.
- The Leadership sub group has no updates at this time. It continues to work toward the final draft for presentation to the entire WPDG.
- The Communications sub group has no updates at this time. It continues to work toward the final draft for presentation to the entire WPDG.
- CAPT Fanaselle pointed out that risk communication is not included in the matrices. It should be included in several sub groups – communication, public health, etc.
- Interpersonal skills are a topic that will be included throughout the continuum and at various levels in the continuum.
- The Project Management sub group has no updates at this time. It continues to work toward the final draft for presentation to the entire WPDG.
- CAPT Skerda stated the completed work of the sub groups will be given to the Training Division of OCCO. The proposed plan is for the Intermediate and/or the Advanced Officer Course to be given in Fiscal Year 2008.
- CAPT Skerda stated the IPCG is reviewing the policy statements presented to them at the July 24, 2007 IPCG meeting. When received, their comments and recommendations will be reported to the WPDG for any needed actions.

Action Items

- Comments and edits on the notes for Meeting #21 (July 17, 2007) are due to CAPT Skerda by 12:00 PM EDT Wednesday, August 8.
- Each of the subgroups is to send the final draft of the competencies, goals, and objectives for their domain and a suggested matrix to CAPT Skerda no later than close of business Monday, August 13, 2007.
- CAPT Skerda and Martha Kent will update the training course matrix and distribute it the WPDG for discussion at the August 21, 2007 WPDG meeting.

Logistics for Next Meeting:

Date and Time: Tuesday, August 21 10:00 a.m. – 12:00 p.m. EDT

Location: 1101 Wootton Parkway, The Tower Building, Plaza Level, Suite 100, Training Room

Call in information: Conference Call Number: 866-663-7824
Passcode: 8938595

Future Meetings:

- **To Be Arranged**, Tuesday, 10:00 a.m. – 12:00 p.m. EDT

Dial-in capability is provided for members outside of the DC/MD metro area. Others are expected to attend in person.

Attachment 1

**TRAINING AND CAREER DEVELOPMENT WPDG
ROSTER OF PARTICIPANTS (D = Dial in, I = In Person)**

Last Name	First Name	Rank	Represents	Category	Agency	8/7	8/14	8/21	8/28
Furman	Lawrence	RADM			OCCO				
Nesseler	Kerry	RADM				D			
Benincaso	Silvia	CAPT	DIET	DIET	IHS				
Bolte	Margaret	CAPT	HOAC	EHO	FDA	AL			
Davis	Yvette	CAPT	VET	VET	AHRQ	D			
Dumont*	Janet	CAPT	DCCTCD		OCCO				
Fanaselle	Wendy	CAPT	EHO	EHO	FDA	D			
Huy	Janice	CAPT	DIET	DIET	CDC				
Kelly	David	CAPT	TRNS.OF		OCCO				
Kim	Hye-Joo	CAPT	APAOC	PHARM	CDC	ALT			
Koo	Denise	CAPT	MED	MEDI	CDC				
Makrides	Nicholas	CAPT	DENT	DENT	BOP	D			
Ross	Don	CAPT	ALT for DENT	DENT	BOP				
Schaeffer	James	CAPT	DENT	DENT	IHS	D			
Shackelford	Lee	CAPT	DENT	DENT	OPHS				
Skerda	Raelene	CAPT	TRANS.OF	PHARM	OCCO	I			
Taylor	Dana	CAPT	DCCTCD	HSO	OCCO				
Elenberg	Kimberly	CDR	OFRD	NURSE	OFRD				
Hanner	Diane	CDR	OCCO	HSO	OCCO	I			
Hendricks	Tom	CDR	BCOAG	SCI		D			
Ignacio	Joselito	CDR	EHO	EHO	USCG				
Lightner	Louis	CDR	ENG	ENG	DHS				
Neurath	Sue	CDR	ENG	ENG	ATSDR	D			
Purohit-Sheth	Tejashri	CDR	MED	MED	FDA	D			
Shiber	Mike	CDR	ALT for PHARM	PHARM	BOP				
Smith	Michaele	CDR	THERP	THERP	NIH				
Sood	Nita	CDR	PHARM	PHARM	HRSA				
Cliatt	Janet	LCDR	ALT for NIH	HSO	NIH				
Kitsutani	Paul	LCDR	ALT for APOAC	MED	FDA				
Li	Mei-Ying	LCDR	NURSE	NURSE	HRSA	D			
McIntosh-Little	Kimberly	LCDR	HSO	HSO	OCCFM	I			
McGill	Tracy	LCDR	ALT for SCI	SCI	FDA				
Newman	Sara	LCDR	SCI	SCI	SCI	D			
Shen	Kun	LCDR	PHARM	PHARM	NIH	D			
Tarrant	Jeffrey	LCDR	HSO	HSO	USDA				

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Town	Cecile	LCDR	AIANCOC	HSO	CDC				
Treffiletti	Aimee	LCDR	ALT for USCG	EHO	CDC	Ex			
Georges	Fortin	LT	?????	Pharm	NIH				
Kozolosky	Merel	LT	ALT for DIET	DIET	NIH	D			
Savalia	Varsha	LT	ENG ALT for Kim	ENG	FDA	D			
Smith	Damon	LT	ALT for OFRD		OFRD				
Wyatt	Derrick	LT	NURSE	NURSE	CMS				
Lyons	Kyle	LTJG	NURSE	NURSE	OCCFM				
McBryde	Stacey	LTJG	OCCFM	NURSE	OCCFM	D			
Lantier	Greg	CIV			Conwal				
Maurer	Dave	CIV			Conwal	I			
Kent	Martha D.	CIV			Lewin	I			
Moore	Carol	CIV			Lewin				
Ugrinic	Relja	CIV			Lewin	I			

Attachment 2

**Training and Career Development Working Policy & Design Workgroup
 Location: 1101 Wootton Parkway, Tower Building
 Plaza Level, Suite 100, Training Room
 Rockville, MD 20852
 Conference call number – 1-866-663-7824
 Pass code 8938595**

August 7, 2007	
1000 Eastern time	Welcome and Member check-in Meeting notes review from 7-17-07
	Review work of individual sub groups for training continuum
	Review training recommendations from Implementation Plan and compare to WPDG recommendations
1200	Close-out – next meeting and tasks
August 14, 2007	
1000 - 1200	Welcome and Member check-in Meeting notes review
1200 Eastern time	