

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Final Minutes of the Meeting
18 August 2004

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
18 August 2004; 1200 – 1330 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

CAPT Allan Lock	NIH	*By Teleconference*
CAPT Arnulfo Manangan*	CDC	Represented by CDR Hye-Joo Kim
CDR Elmer Guerrero*	IHS	
LCDR Jennifer Fan*	CMS	Vice Chair
LCDR Paul Jung*	OJHA	
LCDR Sue Newman*	IHS	
LCDR Joanne Shen*	IHS	
LCDR Samuel Wu	FDA	Chair
LCDR Marjorie Baldo*	CMS	Executive Secretary
LT Jeffrey Vang*	IHS	

B. MEMBERS EXCUSED

C. GUESTS

CDR Deborah Yaplee	FDA
LCDR Soju Chang	FDA
LCDR Dan My Chu*	OS (OHRP)
LCDR Hiju Kim	HRSA
LT Gilian Engelson	HRSA

D. MEMBERS ABSENT

CAPT Surampalli Rao	EPA	
LCDR Patricia Garvey	FDA	Treasurer
LCDR Kenneth Sun	IHS	
LT Susanna Choi	HRSA	
LT Eduardo Lim	FDA	Corresponding Secretary
LT Jack Sibal	IHS	
LT Jed Virata	DIHS	
LTJG Andrew Tran	PSC	
Gloria Sundaresan	FDA	

E. EX-OFFICIOS

LT Cheryl Lynn Fajardo	HRSA
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III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 18 August 2004 at 1200 hours by LCDR Samuel Wu, APAOC Chair.
- B. LCDR Wu welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLE CALL: LCDR Samuel Wu, APAOC Chair.

- D. APPROVAL OF PAST MINUTES: The minutes from the 21 April 2004 and 16 June 2004 were approved.

IV. REPORTS:

1. **CHAIRPERSON: LCDR Samuel Wu** congratulated the following APAOC members on their promotions:

Elise Young to CDR
Patricia Garvey to CDR
Marjorie Baldo to LCDR (EPP)
Julian Canizares to LCDR (EPP)

REMINDER: The nominations for next year's APAOC Executive Committee Members are due August 20th. The positions are follows: Chair, Vice Chair, Executive Secretary, Treasurer, Corresponding Secretary, and two MOLC Representatives. Self-nominations will be accepted. Please e-mail your nominations to LCDR Samuel Wu. It is highly recommended that the position of Chair or Vice Chair as well as one of the MOLC Representatives be on site in Rockville.

CCRF Readiness: A recent report sent out by the Pharm PAC indicate that the PHS Qualifications/Basic Readiness Level, as a whole for all of PHS, is only at 20%. The Office of Management and Budget (OMB) is actively monitoring the Commissioned Corps Readiness Level.

There will be a combined MOLC meeting in October. Therefore, APAOC will not have an individual committee meeting in October. The proposed dates are 13 October or 20 October. It is hoped that either VADM Admiral Carmona or RADM Moritsugu, or RADM Williams will be able to attend the meeting. Further information about this meeting will be forward to the APAOC members by LCDR Samuel Wu.

PHS Special Assignment Ribbon: New information recently acquired regarding eligibility requirements for this ribbon has been revised. In effect, the eligibility requirement for this ribbon involves 30 days of consecutive, active membership. The new eligibility requirement was made effective April 2004 and is not retroactive. Any committee activities prior to April 2004 will not count towards this award. For further information on this issue, refer to Attachment II.

2. TREASURER'S REPORT: LCDR Patricia Garvey was not available to provide an update. However, LCDR Samuel Wu reported that the current balance has not changed since it was last reported by CDR Patricia Garvey. Currently, APAOC has a balance of \$789.42. \$20 of this fund will be provided to LT Cheryl Lynn Fajardo as payment for the MOLC website.
3. MOLC REPORT: CAPT Allan Lock provide the report. The complete report can be found in Attachment I. With regards to the MOLC website, it was suggested that the server used for the MOLC website should be modified. CDR Elijah Martin has requested assistance from LT Cheryl Lynn Fajardo to modify BCOAG website. The MOLC website URL is <http://www.usphsmolc.org>.

The CPO-PAC Chair's Surgeon General meeting is scheduled for August 26th. The SG meetings are currently related to the PHS Transformation.

4. SUB-COMMITTEE REPORTS:

- a. AWARDS: LCDR Marjorie Baldo, Chair of Awards Sub-Committee, had no update to report. LT Cheryl Lynn Fajardo reminded APAOC on the timeline to submit the certificates and Special Assignment Ribbons for this year's awards.
- a. **b.** MEMBERSHIP AND NOMINATIONS: LCDR Wu, Chair of Membership & Nomination Sub-Committee, received 12 – 13 nominations for membership into APAOC. Currently, there are 10 slots open. The nomination paperwork will be forwarded to CAPT Rose. It was suggested that new members be given a copy of the charter to provide them

with information on the activities involved in joining APAOC. It was also suggested that the APAOC website contain a copy of the charter.

- c. CAREER DEVELOPMENT: LT Parmjeet Saini was not present to provide a report. LCDR Sam Wu reported that the comments submitted to LT Saini on the career development pamphlet created by LT Saini are currently under consideration. Once finalized, the document will be posted on the APAOC website. LT Saini is also working on an APAOC slide presentation.
- d. CHARTER AND BYLAWS: LCDR Sam Wu will be sending out the draft for review.
- e. COMMUNICATIONS & PUBLIC RELATIONS: LT Jeffrey Vang, Chair of Communications & Public Relations, had nothing new to report.

LT Jeffrey Vang and LCDR Jennifer Fan are working on revising the APAOC website. Currently, APAOC has two websites. The goal is to transfer all the information contained on the old website (freeserver.com) to the new APAOC website. APAOC members are advised to review the website at <http://www.apaoc.org>. Comments and recommendations on improving the website are welcomed. Please submit your comments/suggestions to LCDR Sam Wu.

- 5. PAC Reports:
 - a. Therapy Category: The new chairperson is CDR Scott Gaustad.

V. ANNOUNCEMENTS:

- 1. CAPT Vivian Chen, a former APAOC member, MOLC Chair, and CPO for the HSO category, is retiring September 1, 2004. She will become the Deputy Director of the Department of Public Health for the City of Milwaukee.
- 2. REMINDER: To send an e-mail to all 21 APAOC voting members, please use this e-mail address: all-members@apaoc.org.
- 3. **REMINDER: For individual donations to APAOC, please contact CDR Patricia Garvey.**

VI. ADJOURNMENT – NEXT MEETING:

LCDR Wu adjourned the APAOC meeting at 1230 hours and announced that the next meeting will be on Wednesday, September 16 at 1200-1330 hours in the Parklawn Building, SG Conference Room 18-59.

IV. HANDOUTS: (Attached to e-mails by LCDR Wu.)

- 1. Agenda for 16 September 2004 APAOC meeting
- 2. List of Roll Call
- 3. Draft APAOC meeting minutes for 18 August 2004.
- 4. Attachment I: MOLC Report
- 5. Attachment II: Special Assignment Award Information

Submitted by:

LCDR Marjorie Baldo
Executive Secretary

LCDR Sam Wu
Chair

Date _____

Date _____

ATTACHMENT I
(Provided by CAPT Allan Lock)

MOLC Report to APAOC 18 August 2004

Last teleconference meeting: July 21st, 2004. Attendees: LCDR Elijah Martin (Chair), LCDR Sam Wu, and CAPT Allan Lock (Recorder)

Main items discussed were:

1. Updating the MOLC website.

LCDR Martin recommended changing the MOLC server as well as changing the MOLC webmaster to Mr. James Ravenell, a contractor in the HRSA. Currently, Mr. Ravenell is performing an excellent job as the webmaster for the BCOG website. LCDR Martin recommended that LT Cheryl Lynn Fajardo, the current MOLC webmaster, meet with Mr. Ravenell and LCDR Beth Henson, the current BCOG officer in charge of the BCOG website, to discuss the transfer of the MOLC website to the same server and webmaster as the ones being used by BCOG. Moreover, the MOLC should reimburse LCDR Fajardo for personally paying the cost (\$80) of the MOLC website and server for the past year. Each of the four minority groups should pay her \$20.

Last week, Mr. Ravenell, LCDRs Fajardo and Beth Henson met and discussed the updating and transferring of the MOLC website to the new server. They will meet again in early September to finalize the website and transfer it to the new server. LCDR Henson hopes the new MOLC website and server will be operational at the end of September.

2. Scheduling a MOLC meeting with the SG in October.

LCDR Martin will meet with the SG Chief of Staff, RADM Williams, to schedule a meeting of the MOLC with the SG. All officers of the four minority groups will be invited to attend or participate by teleconference.

Today, LCDR Martin invited the SG to meet with the MOLC on either October 13th or 20th, at 1200 hours at the SG Conference Room.

3. Special assignment ribbon (SAR)

On 3 May 2004, RADM Robert Williams, Chief of Staff, approved the SAR for the members of the MOLC groups. All requirements to qualify for the SAR must be met after 3 May 2004. In addition, in order to qualify, an official letter of appointment to the group from the SG must be on file with the group. The Chair of the individual MOLC groups must certify that officers recommended for the SAR have documentation to demonstrate that they have fulfilled all the requirements. Prior to submitting the recommendation memorandum and the list of officers to the Chief of Staff, OSG, for approval, the MOLC Chair should concur with the recommendation.

ATTACHMENT II

Special Assignment Award:

Assignments to special initiatives of the Surgeon General, including but not limited to those listed below, can qualify individuals to receive a Special Assignment Award. This service award may be given in addition to an honor award.

1) **Individuals who may qualify include:** Chief Professional Officers (CPOs), Surgeon General's Policy Advisory Council (SGPAC) representatives, Professional Advisory Committee (PAC) Chairs and Members, Members of Minority Officer Advisory Groups, Members of the Junior Officer Advisory Group, members of the PHS Honor Guard and PHS Ensemble/Chorale.

2) **Qualifying criteria:**

Must have an official memorandum, documenting their assignment (e.g. letter from Surgeon General).

Certification of thirty consecutive or non-consecutive days of activity is required to be provided to the Chief of Staff, OSG. See sample Attachment E.

Certification authority is as follows:

CPOs and SGPAC - self-certify

PAC Chairs and members - Category CPO certifies

JOAG members - JOAG Chair certifies with Senior Advisor approval

Minority Officer Advisory Groups - Chair of individual groups certifies with Chair of Minority Officers' Liaison Council approval

PHS Honor Groups - Head of activity certifies

Other Groups - Designated Head or Chair of activity certifies

Participation in advisory group meetings may count for one day of activity even if the meeting does not last the entire day.

Activities are not limited to those involving meetings of the entire advisory group (e.g., CPOs, SGPAC, etc.) as one body. For example, time spent with PACs in meetings, or with subcommittees, workgroups or assignments to special initiatives, also count toward the thirty-day requirement. These activities must be directly related to advisory group activities and not Agency responsibilities of the individual (e.g., Agency Boards). These additional activities may count for one day of activity if the activity lasts more than 4 hours and count for ½ day of activity if the activity lasts less than 4 hours.

Note:

(1) Members of PHS Honor Guard and PHS Ensemble/Chorale must have an official memorandum documenting their participation in such activities. Time spent in rehearsals, practices, etc., as well as performances and honor assignments, count toward the thirty-day requirement. These additional activities may count for one day of activity if the activity lasts more than 4 hours and count for ½ day of activity if the activity lasts less than 4 hours.

(2) Members of other groups, non-advisory, adhere to same qualifying criteria as above.

3) Approval and Submittal:

The Chief of Staff of the Office of the Surgeon General will approve the certification and submit a nomination memorandum for the Special Assignment Award.

ATTACHMENT [E]

[group] Letterhead

TO: Chief of Staff
Office of the Surgeon General

FROM:

- Chief Professional Officer [category name] Category
- SG PAC [Agency name] Representative
- JOAG Senior Advisor
- Advisory Group Chair(s)[MOLC, AI/ANCOAC, APAOC, BCOAG, HOAC]
- Commanding Officer, Honor Corps
- Coordinator, PHS Choral/Wind/Chamber Ensemble
- Chief Officer/OSG Initiative

SUBJECT: Recognition of [group name] member(s) for Special Assignment Ribbon - ACTION

I certify that the following [group name] member(s) [or "I self-certify that "I] has (have) completed thirty consecutive or non-consecutive days of [group] activity and therefore request a Special Assignment Award for the following:

Name and Rank	PHS Number	Service	from	To
CAPT John Smith	12345	06-05		06-06

RECOMMENDATION

It is recommended that the request noted above be considered for approval.

DECISION

Approved _____ Disapproved _____ Date: _____

Jane Doe, PHD, MPH
CAPT, USPHS

Attachments:

TAB A -Documentation of [officer's name] assignment to [group name] (official memorandum)