

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Minutes of the Meeting**

16 February 2005

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

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;  
16 February 2005; 1200 – 1330 hours.

**II. ATTENDANCE:**

**A. MEMBERS IN ATTENDANCE**

\*By Teleconference

Note: SC=Sub-committee; PR=Public Relations

CAPT Allan Lock*	NIH	
CDR Patricia Garvey*	FDA	
CDR Astrid Szeto	FDA	SC Chair, Career Development
CDR Darius Yorichi*	IHS	
LCDR Marjorie Baldo*	CMS	Treasurer/SC Chair, Awards
LCDR A. Karen Bryant	HRSA	Vice-Chair
LCDR Soju Chang	FDA	Chair
LCDR Dan My Chu*	OS, OHRP	
LCDR Wei Guo*	FDA	SC Chair, Charter & Bylaws
LCDR Narayan Nair	FDA	MOLC Representative
LCDR Angela Shen*	FDA	MOLC Representative
LT Gilian Engelson	HRSA	
LT Dianne Paraoan*	FDA	Corresponding Secretary
LT Jeffrey Vang*	IHS	SC Chair, PR & Communications
LTJG Eduardo Lim*	FDA	SC Chair, Memberships & Nominations

**B. MEMBERS EXCUSED**

CDR Hye-Joo Kim	CDC	
LCDR Paul Jung	OGHA	
LCDR Joanne Shen	IHS	Executive Secretary

**C. GUESTS**

LCDR Connie Jung*	FDA
LCDR Sianat Kamal	HRSA
LCDR Ron Keats	OSG/OCCO
LT B. Nhi Beasley	FDA
LT Paul Seo*	FDA
LTJG Nazmul Hassan*	FDA

**D. MEMBERS ABSENT**

LT Susanna Choi	FDA
LT Parmjeet Saini	HRSA
LT Jack Sibal	IHS
LT Jed Virata	HRSA

**E. EX-OFFICIOS**

CDR Deborah F. Yaplee	FDA	Past Chair, 1996-1997
LCDR Samuel Wu	FDA	Past Chair, 2003-2004
LT Cheryl Lynn Fajardo	OS, OCCFM	Past Chair, 2002-2003

**III. STANDARD AGENDA ITEMS:**

- A. CALL TO ORDER: The meeting was called to order on 16 February 2005 at 1200 hours by LCDR Soju Chang, APAOC Chair.
- B. LCDR Chang welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLL CALL: LT Dianne Paraoan, Corresponding Secretary
- D. APPROVAL OF PAST MINUTES: The minutes from the January 2005 meeting were approved.

**IV. REPORTS:****A. CHAIRPERSON:** LCDR Chang provided his report.

a. "Farewell Dim Sum Party" for LCDR Elise Young was held on January 29, 2005. Everyone in attendance had a good time.

b. Website server. LCDR Chang informed the group that in order to implement our e-initiative such as web based voting and surveys, the group will need to use a different server. Our current server, which costs about \$70-80/year can not support our e-initiative. A new server will cost the group about \$20-25/month and will provide 24 hours/7 days a week support. APAOC can either sign a one year contract, which provides a 25% discount or can sign up on a month to month basis. We can test the new server for three months. Discussion included 1) pros to the e-initiative, 2) sharing the webserver with other groups to decrease the cost, and 3) separating the cost factor and the e-initiative webservice issue. LCDR Chang will send out e-voting to gain input from the voting members.

c. Organizational Chart. (Handout #1). LCDR Chang created this organizational chart as part of the APAOC Business Plan. The chart includes the executive members and sub-committees as well as 4 additional ad-hoc committees. Once these ad-hoc committees are established and Standard Operation Procedures (SOPs) created (after this first year), discussion about placing these ad-hoc committees in other sub-committees can take place. LCDR Chang encouraged everyone, voting and general members to participate in these committees.

**B. TREASURER'S REPORT:** LCDR Baldo provided the report.

a. January balance:	\$733.24
Plus Donations:	\$ 40.00
Less Expenses:	\$ 0.00
Balance as of 16Feb:	\$773.24

b. Anyone wishing to donate should make checks payable to LCDR Marjorie Baldo, memo APAOC. Please send donations to:

LCDR Marjorie Baldo  
 Attn: APAOC  
 PO Box 997  
 Eldersburg, MD 21784-0997

C. MOLC REPORT. LCDRs Nair and Shen provided their report. Anyone with comments for the MOLC should email LCDRs Nair at [nairn@cder.fda.gov](mailto:nairn@cder.fda.gov) or Shen at [angela.shen@fda.hhs.gov](mailto:angela.shen@fda.hhs.gov) and cc LCDR Chang at [changsc@cber.fda.gov](mailto:changsc@cber.fda.gov).

- a. LCDR Nair reminded us that this month is Black Heritage Month and encouraged us to participate in activities. For those in the DC Area, there will be a talk with (Ret) Admiral Audrey Manley to be held tomorrow, Feb 17<sup>th</sup>.
- b. MOLC meetings are held the 3<sup>rd</sup> Friday of every month. This month, the meeting will be via teleconference only.
- c. SG Carmona announced this is the “Year of the Healthy Child”. The MOLC is discussing how we can participate in this endeavor.
- d. The MOLC is discussing its goals and what types of platform they want to support. Also, they are proposing putting articles in the CC Bulletin.
- e. Discussion about the CCRF/OFRD survey on officer readiness status. The MOLC is discussing ways they can help officers achieve basic readiness standards. LCDR Chang stated we will discuss what we want to propose to the MOLC at next month's meeting.

D. SUB-COMMITTEE REPORTS:

- a. AWARDS: LCDR Baldo reported that the committee received 6 applications (5 for the Junior Officer Awards and 1 for the Samuel Lin Award). The committee is still discussing the best way to distribute the applications to the voting members.
- b. MEMBERSHIP AND NOMINATIONS: LT Engelson stated that they have been discussing creating a generic welcome letter to encourage general membership to the APAOC. LT Vang, Chair of the PR/Communications committee informed the group that he already has the letter and will forward it to LTJG Lim. LCDR Chang suggested that both committees decide which committee will be taking the lead on this project.
- c. CAREER DEVELOPMENT: LCDR Ron Keat briefed the group on Career Development. Discussion included the following:
  1. LCDR Keats provided the group with a history of why his role in OCCO was developed. He has been providing these briefings to PACs and groups as part of his initial program and to ensure that consistent information is provided to all Officers.
  2. Career Development Quick Reference (handout #2). This handout provided suggestions of how officers should be progressing in their career. LCDR Keats described each of the areas in detail. He reminded us that each career, even if you are in the same category is different. Furthermore, he added that it is important for officers to look for leadership training throughout their career. LCDR Keats also discussed the Career Development “Overview of Services” document (handout #3).
  3. Promotion. LCDR Keats pointed out that promotion is only one part of an officer's career development. Promotion from O-2 to O-3 is an administrative, non competitive promotion, except for physicians whose promotion to O-4 is non competitive. Promotion year 2003 was the first time the Officer's Statement (OS) and the Reviewing Officer's Statements (ROS) were used. The OS and ROS serve as a “snap shot” of the officer's current position. He added that the panel generally takes about 10 minutes to review each officer's file and stressed that

the panel looks heavily at the COER, PIR, and CV. For any officer who was passed over and wants insight on how the panel reviewed their file can, in the short term, contact LCDR Keats at 240-453-6067.

4. Civilian Supervisors rating officers. Members of the group inquired as to what training was available for civilian supervisors who rate officers. LT Fajardo informed the group the MOLC will be proposing a paper to the OSG for support in providing education to supervisors. Currently OCCO is understaffed and COTA is working diligently to meet their goals with a train the trainer program. Once officers have been trained, COTA will extend training opportunities to supervisors. Further discussion included the Agency liaisons or other senior grade officer being available for consult and doing training for supervisors, each officer being responsible to help education their supervisors explaining the expectations of officers, and officers referring to the supervisor's guide online. Under the publications section, that provides an overview on what they should do. LCDR Bryant informed the group that she is working with a group on an initiative to train supervisors.

5. OFRD Requirements. LCDR Chang led the discussion about officers who are not in the DC area having problems volunteering for deployments since most deployments are in the DC area. LCDR Keats reminded the group that although deployments look good in an officer's OPF, they are not requirements for promotion.

- d. CHARTER AND BYLAWS: LCDR Guo stated that he hopes to have the bylaws out in a few weeks, get comments from members, and have it finalized by April. The Charter can legally be updated every 3 years. He suggested modifying the bylaws to define the responsibilities of all executive members, and then work on SOPs for the functions of each subcommittee.
- e. PUBLIC RELATIONS AND COMMUNICATIONS: LT Vang stated that his sub committee met on January 25<sup>th</sup> and will be modifying the APAOC website to be similar to the MOLC website. LT Vang proposed several updates for the website to include 1) photo gallery, 2) mentor directory link to PACs, 3) minutes from the last 3 years, 4) APAOC accomplishments, and 5) contact information including individual pictures, emails and subcommittee information. The APAOC website is <http://www.apaoc.org>. Members wishing to join this committee or send pictures should email LT Vang at [jvang@sagchip.org](mailto:jvang@sagchip.org). LT Vang will wait for a decision about the new server before making these changes.

#### E. PAC Reports:

- a. Pharmacy PAC meeting information from February: (Provided by LT Vang)

1. There is 150 point of contact PHS officers for 92 colleges of pharmacy in the country. Pharmacy category is taking the lead for this point of contact program within PHS. Other professions are going to initiate such program too.

2. CDR Blackwell from ARP has money for recruitment. If you would like to go to a school or an event for recruiting, please contact or send request to CDR Blackwell at 240-453-6127 or emailed LCDR Bina at [Binac@cdcr.fda.gov](mailto:Binac@cdcr.fda.gov)

3. There is still time for submitting poster presentation at COA to Mike Long. Encourage pharmacists to get involved in this presentation.

4. Thinking about implementing the CCRF qualified as a requirement for new voting members, and possible encourage current voting members to be CCRF qualified.

5. RPH may be considered as a post graduated degree due to 5 years of school instead of 4. Many pharmacists who have only RPH degree may be able to get their BCPS to be qualified for the special pay.

6. PharmPAC is calling for Honor Awards. For more information, please contact Patricia Garvey at [garveyp@cdcr.fda.gov](mailto:garveyp@cdcr.fda.gov)

F. Other Business: There was no other business to discuss.

## V. ANNOUNCEMENTS:

A. On May 3, 2005, U.S. Secretary of Labor Elaine L. Chao, in partnership with the Office of Personnel Management, and in conjunction with the Federal Asian Pacific American Council (FAPAC), will host the fourth annual Asian Pacific American (APA) Federal Career Advancement Summit at the Washington Convention Center. Members interested should email LCDR Karen Bryant ASAP at [KBryant2@hhs.gov](mailto:KBryant2@hhs.gov). She will register APAOC as a group. Registration begins March 1<sup>st</sup>.

## VI. ADJOURNMENT – NEXT MEETING:

LCDR Chang adjourned the APAOC meeting at 1333 hours. Next month's meeting is scheduled for March 16, 2005, usual time and place.

## VII. HANDOUTS:

- A. APAOC Organizational Chart
- B. Career Development Quick Reference
- C. Career Development "Overview of Services"- working document

Respectively submitted by:

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 LT Dianne Paroan                      Date  
 Corresponding Secretary

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 LCDR Soju Chang                      Date  
 Chair