

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

Final Minutes of the Meeting  
21 January 2004

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

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;  
21 January 2004; 1204 – 1245 hours.

**II. ATTENDANCE:**

**A. MEMBERS IN ATTENDANCE**

\*By Teleconference\*

CAPT Allan Lock*	NIH	
LCDR Paul Jung*	FDA	
LCDR Joanne Shen*	IHS	
LCDR Samuel Wu	FDA	Chair
LT Marjorie Baldo*	CMS	Executive Secretary
LT Jed Virata*	DIHS	
LTJG Jeffrey Vang*	IHS	
LTJG Eduardo Lim	FDA	Corresponding Secretary

**B. MEMBERS EXCUSED**

CDR Elmer Guerrero	IHS	
LCDR Patricia Garvey	FDA	Treasurer
LCDR Sue Newman	IHS	

**C. GUESTS**

LTJG Ann Wright*	IHS	
LCDR Soju Chang	FDA	
CDR Hye-Joo Kim	CDC	alt CAPT Arnulfo Managan

**D. MEMBERS ABSENT**

CAPT Surampalli Rao	EPA	
CDR Astrid Szeto	FDA	
LCDR Jennifer Fan	CMS	Vice Chair
LCDR Kenneth Sun	IHS	
LT Susanna Choi	HRSA	
LT Janice Kim	BOP	
LT Parmjeet Saini	HRSA	
LT Jack Sibal	IHS	
LTJG Andrew Tran	PSC	
Gloria Sundaesan	FDA	

**E. EX-OFFICIOS**

LT Kai Chiu	IHS	
CDR Deborah Yaplee	FDA	

### III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 21 January 2004 at 1204 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: LT Marjorie Baldo.
- D. APPROVAL OF PAST MINUTES: The minutes from 19 Nov 2003 have not been reviewed. The minutes will be sent out for review and approval.

### IV. REPORTS:

- 1. CHAIRPERSON: LCDR Samuel Wu informed everyone of information surrounding the PHS transformation. Several information, mostly by e-mail, have gone out regarding the transformation. LCDR Wu encouraged everyone to keep abreast of the information regarding the transformation. He also added that there is new information on the promotion process, and LCDR Wu encouraged everyone to pay close attention to the new information being circulated. In addition, he advised everyone to review their OPF and keep it current, especially for those that will be up for promotion this year.

**LCDR Wu announced that the application for assimilation is due February 14, 2004 to DCP. He also reminded everyone CCRF membership will be taken into consideration for this year's promotion. He advised everyone to make sure that they have met the CCRF criteria (i.e., have taken the BLS course, have taken all the required online modules, and have all the necessary immunizations).**

- 2. TREASURER'S REPORT: LCDR Patricia Garvey was not available to report. LCDR Wu reported that LCDR Garvey gave birth to a baby boy on December 29<sup>th</sup>. Mother and baby are doing fine. A congratulatory card from APAOC will be sent to LCDR Garvey.
- 3. MOLC REPORT: CAPT Allan Lock reported there has been no MOLC activity at this time. In fact the MOLC has not met this year. CAPT Lock added that he will continue to send all MOLC information to APAOC members through e-mail.
- 4. SUB-COMMITTEE REPORTS:
  - a. AWARDS: LT Marjorie Baldo, Chair of Awards Sub-Committee, reported that the solicitation for the APAOC awards was posted in the November 2003 edition of the COA and DCP bulletins. The application submission deadline was December 31, 2003. We received a total of 10 applications--nine (9) nominations for the Junior APAOC Award and one (1) application for the Samuel Lin Award.

The voting packets will be mailed out to all APAOC voting members on Friday, January 23<sup>rd</sup>. Currently, there are 22 voting members in APAOC. The voting packets will contain the following materials: voting instructions, award criteria/scoring worksheets for each application, copies of each application, and a self-addressed stamped envelope. The criteria/scoring worksheets must be returned to LT Baldo by Friday, February 20.

- b. MEMBERSHIP AND NOMINATIONS: LCDR Wu, Chair of Membership & Nomination Sub-Committee, reported that the 2003 nomination packets were signed by VADM Richard Carmona.
- c. CAREER DEVELOPMENT: LT Parmjeet Saini was not present to provide a report.

- d. CHARTER AND BYLAWS: LCDR Sue Newman was not present to provide a report. However, LCDR Wu reported that the Charter has been signed and APAOC is currently working on the APAOC Bylaws.
- e. COMMUNICATIONS & PUBLIC RELATIONS: LTJG Jeffrey Vang reported that last month he sent out information regarding APAOC to 50 new PHS officers. He also gave them copies of the APAOC brochure.

LTJG Vang announced that the Junior and Senior Co-Step application deadline has been extended to February 27, 2004.

LTJG Vang reminded all the members that at the last two meeting we had agreed to post pictures of all the voting members on the APAOC website. He agreed that this is a good idea. LCDR Wu also agreed and encouraged all the members to provide LTJG Vang or LT Fajardo with an electronic picture to be posted on the APAOC website. The pictures should be e-mailed to LTJG Vang at [jvang@sagchip.org](mailto:jvang@sagchip.org).

- 5. PAC Reports: LT Fajardo was not present to provide a report.

**V. ANNOUNCEMENTS:**

- 1. A suggestion was made by CAPT Hsu-Trawinski to have a meet and greet social event at the upcoming COA Conference in Alaska. An e-mail will be sent to get an idea on the level of interest.
- 2. CAPT Allan Lock will be retiring sometime this year. APAOC wishes CAPT Lock a happy retirement.

**VI. ADJOURNMENT – NEXT MEETING:**

LCDR Wu adjourned the APAOC meeting at 1245 hours and announced that the next meeting is scheduled for 18 February 2004, 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 18 February 2004 APAOC meeting
- 2. List of Roll Call
- 3. Draft APAOC meeting minutes for 21 January 2004.

Submitted by:

/ s /  
 LT Marjorie Baldo  
 Executive Secretary

/ s /  
 LCDR Sam Wu  
 Chair

Date: February 17, 2004

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