

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Final Minutes of the Meeting
17 March 2004

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
17 March 2004; 1205 – 1300 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CAPT Allan Lock*	NIH	
CAPT Arnulfo Manangan*	CDC	
CDR Elmer Guerrero*	IHS	
LCDR Jennifer Fan*	CMS	Vice Chair
LCDR Joanne Shen*	IHS	
LCDR Samuel Wu	FDA	Chair
LT Marjorie Baldo*	CMS	Executive Secretary
LT Parmjeet Saini*	HRSA	
LT Jack Sibal*	IHS	
LT Jed Virata*	DIHS	
LTJG Eduardo Lim	FDA	Corresponding Secretary

B. MEMBERS EXCUSED

LCDR Paul Jung	FDA
LCDR Sue Newman	IHS

C. GUESTS

CDR Hijo Kim*	CDC	Representing CAPT Manangan
LCDR Soju Chang	FDA	
LCDR Shanti Gosch*	HRSA	
LCDR Nita Sood*	CMS	

D. MEMBERS ABSENT

CAPT Surampalli Rao	EPA	
CDR Astrid Szeto	FDA	
LCDR Soju Chang	FDA	
LCDR Patricia Garvey	FDA	Treasurer
LCDR Koung Lee	FDA	
LCDR Kenneth Sun	IHS	
LT Susanna Choi	HRSA	
LT Janice Kim	BOP	
LTJG Andrew Tran	PSC	
LTJG Jeffrey Vang	IHS	
Gloria Sundaresan	FDA	

E. EX-OFFICIOS

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 17 March 2004 at 1205 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 and the 21 January 2004 have been approved. LCDR Samuel Wu reported that henceforth the draft minutes of the meetings will be voted for approval at the beginning of each meetings.

IV. REPORTS:

1. CHAIRPERSON: LCDR Samuel Wu reported that the official APAOC website is now <http://www.apaoc.org>. This was effective about two weeks ago. The registration fee, which is about \$7 or \$9, to maintain the website will need to be renewed annually. The web hosting fee is between \$70 - \$80. The e-mail accounts will be ready in about a week. The e-mail accounts will be for the voting members of APAOC. An example of an e-mail address with this new website is as follows: samuel.wu@apaoc.org. The voting members will be notified of their new e-mail address in about a week. Note the listserv will still be the NIH listserv.

LCDR Samuel Wu asked the members whether it would be in the best interest of the organization to have a post office mail box. The cost for a small post office mail box is approximately \$80/year. Discussion ensued as to the feasibility/cost-effectiveness of having one. Several members questioned the purpose of having one since the number of correspondence for the organization is currently manageable.

LCDR Samuel Wu indicated that LCDR Soju Chang is the APAOC Coordinator for the social event gather at the 2004 COA Conference in Anchorage, Alaska. LCDR Soju Chang is currently soliciting input/recommendations on the preferred meeting place, either at the conference or at a local restaurant to have this social event (include date and time). If you have suggestions, or is interested in attending this social gathering, please e-mail LCDR Soju Chang with your suggestions and/or interest.

LT Parmjeet Saini has been tasked with developing a presentation for APAOC. The purpose of the presentation is to inform the public of the role of Asian officers in PHS. The current plan is to develop a slide presentation and/or video. The proposal will be e-mailed to APAOC members for comments/suggestions.

LT Jack Sibal discussed several issues for APAOC members.

a) What is APAOC's mission and vision? In recruiting members for APAOC, several officers questioned the mission and vision of APAOC. It was suggested that the mission and vision of APAOC can be found on the APAOC website.

b) Develop a 4-part health folder for PHS officers. The purpose of this folder would be to provide medical information about the PHS officers for those times during deployment, when the officer is out in the field and the officer's electronic medical record is inaccessible. The folder, similar to the one used by the US Army and the US Air Force, would be one that could be carried by the officer and one that would provide medical information about the officer (i.e., allergies, medications, etc.). CAPT Allan Lock suggested that he would bring this to the attention of RADM Babb, Director of CCRF. LT Jack Sibal agreed to provide CAPT Allan Lock with a copy of the form used by the US Army and US Air Force.

c) LT Jack Sibal indicated that the role of an associate recruiter is an important role, and one that APAOC members should have an active role in participating. LCDR Samuel Wu indicated that LT

Fajardo created an Associate Recruiter packet for APAOC, and he will provide a copy of this to LT Jack Sibal. LCDR Samuel Wu also indicated that several of the PACs have developed an outreach program to assist with recruitment.

d) Smallpox Participation Award. LT Jack Sibal inquired as to whom he would have to contact to make a suggestion that PHS officers that are part of a smallpox team be recognized for an award. Several members recommended that he contact the Awards Coordinator in DCP and/or RADM Babb in CCRF.

LCDR Samuel Wu indicated that members that have questions about any of the issues brought by LT Jack Sibal, that they should contact LT Jack Sibal by e-mail.

LCDR Samuel sought input from members regarding the eligibility of voting members for future APAOC awards. Several members suggested that voting members should not be eligible for the APAOC awards due to the perception that it is a conflict of interest. This issue was voted by the members present at the meeting. The consensus was that for future APAOC awards, voting members will not be eligible for award nominations.

2. TREASURER'S REPORT: LCDR Patricia Garvey was not available to report.
3. MOLC REPORT: CAPT Allan Lock reported there is a lot of information from MOLC. He sent the agenda and draft minutes from the last MOLC meeting to APAOC members by e-mail. CAPT Allan Lock reported that LCDR Elijah Martin is the new chair for MOLC. The other new officers for MOLC are as follows: CAPT Ruth Etzel is the new recorder and CAPT Allan Lock is the secretary. He also added that each minority group has two representatives from each of the four minority groups. For APAOC, the representative members are CAPT Allan Lock and LCDR Samuel Wu.

CAPT Allan Lock reported that the cost of maintaining the MOLC website is \$80. Each of the MOLC groups will need to contribute \$20 for the MOLC website.

CAPT Allan Lock reported that the next SG CPO PAC meeting is 25 March 2004. The issue brought forth by LT Jack Sibal on the 4-part health folder will be forwarded at MOLC and ultimately to the SG CPO PAC meeting.

CAPT Allan Lock advised each officer to read all the information from DCP regarding promotions. He indicated that the last SG CPO PAC meetings have been dedicated to transformation and promotion changes. He added that the promotion will go as scheduled this year, however, next year all the new policies and criteria for the benchmarks will go into effect. CAPT Allan Lock indicated that one concern by many officers are the new criteria benchmarks, especially by many IHS officers who are far from the educational opportunities available to PHS officers.

4. SUB-COMMITTEE REPORTS:
 - a. AWARDS: LT Marjorie Baldo, Chair of Awards Sub-Committee, reported that the results of the APAOC award applications were sent out to all the voting members in a PowerPoint format via e-mail. This was sent out on 1 April 2004. LT Marjorie Baldo thanked all the voting members that participated in the voting process. The winners of the APAOC award applications are as follows:

2004 Junior Officer Award – LCDR Paul Jung (total score of 447 points)
2004 RADM Samuel Lin Award – CAPT Siu G. Wong (total score of 459 points)

The awards will be presented at this year's COA Conference in Anchorage, Alaska.

- b. MEMBERSHIP AND NOMINATIONS: LCDR Wu, Chair of Membership & Nomination Sub-Committee, had nothing new to report. He did add that the nomination announcement for membership will be posted through the APAOC listserv and through the DCP Bulletin sometime in May or June 2004. Note there will be nine (9) members rotating off this year.

- c. CAREER DEVELOPMENT: LT Parmjeet Saini reported that he looked at the various PAC documents for career development. He indicated that most of the PACs have a 5-step process for career development. He is currently developing a career development document for APAOC officers.
 - d. CHARTER AND BYLAWS: LCDR Sue Newman was not present to provide a report.
 - e. COMMUNICATIONS & PUBLIC RELATIONS: LTJG Jeffrey Vang was not present to provide a report, however, he subsequently provided the following update via e-mail:
 - 1) 30 e-mails were sent out to new PHS officers this month inviting them to attend today's meeting
 - 2) He still has not received any pictures from any other APAOC officers. Please note that LTJG Vang is collecting pictures of APAOC officers for posting on the APAOC website. Please send pictures to LTJG Vang at jvang@sagchip.org
 - 3) He informed JOAG members regarding the CCRF deployment in Washington DC. Several of the members expressed interest in this kind of work.
5. PAC Reports: LT Fajardo was not present to provide a report.

V. ANNOUNCEMENTS:

- 1. MOLC Meeting – Next meeting is scheduled for 17 March 2004.
- 2. 2004 COA Conference Registration – The early bird registration has expired. For those wishing to attend the conference, please register as soon as possible.
- 3. APAOC will have a social event gather at the 2004 COA Conference. If interested in attending, please inform LCDR Soju Chang of your interest.

VI. ADJOURNMENT – NEXT MEETING:

LCDR Wu adjourned the APAOC meeting at 1300 hours and announced that the next meeting is scheduled for 21 April 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 21 April 2004 APAOC meeting
- 2. List of Roll Call
- 3. Draft APAOC meeting minutes for 17 March 2004.

Submitted by:

 LT Marjorie Baldo
 Executive Secretary

 LCDR Sam Wu
 Chair

Date _____

Date _____