

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Minutes of the Meeting**

16 March 2005

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

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;  
16 March 2005; 1205 – 1325 hours.

**II. ATTENDANCE:**

**A. MEMBERS IN ATTENDANCE**

\*By Teleconference

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

CAPT Allan Lock, Ret.	NIH	
CDR Darius Yorichi*	IHS	
CDR Astrid Szeto	FDA	SC Chair, Career Development
CDR Hye-Joo Kim*	CDC	
LCDR A. Karen Bryant	HRSA	Vice-Chair
LCDR Soju Chang	FDA	Chair
LCDR Dan-My T. Chu*	OS, OHRP	
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Joanne Shen*	IHS	Executive Secretary
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
LT Jed Virata*	HRSA	
LTJG Eduardo Lim	FDA	SC Chair, Memberships & Nominations

**B. MEMBERS EXCUSED**

LCDR Marjorie Baldo	CMS	Treasurer/SC Chair, Awards
CDR Patricia Garvey	FDA	
LCDR Paul Jung	OGHA	

**C. GUESTS**

CAPT D. W. Chen	DOD
CDR Elmer Guerrero*	IHS
LCDR Connie Jung*	FDA
LT Quynh Nguyen	FDA
LT Paul Seo*	FDA

**D. MEMBERS ABSENT**

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

E. **EX-OFFICIOS**

LCDR Samuel Wu

FDA

Past Chair, 2003-2004

III. **STANDARD AGENDA ITEMS:**

- A. **CALL TO ORDER:** The meeting was called to order on 16 March 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:** LCDR Joanne Shen, Executive Secretary
- D. **APPROVAL OF PAST MINUTES:** The minutes from the February 2005 meeting were approved without corrections.

IV. **REPORTS:**

A. **CHAIRPERSON:**

- a. LCDR Chang announced that the Surprise Retirement luncheon for CAPT Lock was a successful surprise. He thanked the efforts of LT Engelson, LCDR Baldo and her subcommittee, LT Fajardo, LCDR Bryant. CAPT Lock thanked everyone involved and appreciated the kindness.
- b. Online voting 100% participation by voting members and there was approval for changing the APAOC website server.
- c. LCDR Chang plans to have monthly guest speakers. For April 2005, CDR Stephen Blackwell will be speaking. CDR Astrid Szeto will be inviting CAPT Gannaway to speak next month. She will also have a workshop for writing PHS Awards in the future. He welcomes email suggestions for other guest speakers. There was consensus to present a certificate or letter of appreciation to our outside speakers through Awards Subcommittee. Members are asked to submit questions for the guest speakers in advance to LCDR Chang. Efforts will be made to obtain the speakers' slides in advance to distribute to members who participate by teleconference to facilitate the presentation.
- d. APAOC leadership is considering holding a 15<sup>th</sup> anniversary celebration on October 19, 2005. LCDR is looking for suggestions and ideas and participation. He hopes Surgeon General Carmona or a designee would be present.
- e. A web-based survey is planned for general members to obtain their profiles and do a needs-assessment survey.
- f. LCDR Chang is open to suggestions on how APAOC can help promote the Surgeon General's 2005 agenda which is "Year of the Healthy Child."
- g. COA meeting in June has travel/meeting scholarships for O-3 officers. Deadline is after early bird registration (April 5, 2005). Check out [www.coa.usphs.org](http://www.coa.usphs.org).
- h. LCDR Chang asks for officers participation in the subcommittees.

- B. **TREASURER'S REPORT:** LCDR Chang provided the report for LCDR Baldo. The account has a 773.24 balance. Funds for the Lock retirement party came from donations specifically earmarked for that event.

C. **MOLC REPORT**

- a. LCDR Nair stated that the last MOLC meeting was 18 February 2005. They are working on a Career Development presentation by CDR Keats in April 2005. Teleconference format was preferred for this April presentation if slides are provided in advance.
- b. MOLC survey deadline is 18 March 2005, investigating officers' barriers to CCRF readiness.

- c. There is a working group which will discuss the 6<sup>th</sup> precept. MOLC is endorsing names of interested people and will forward them in hopes of having a better chance for those officer's participation on this working group.
- d. MOLC is planning a 9 June 2005 luncheon for Awards recognition (for awards given up to 6 weeks prior). The Surgeon General was invited to attend.

D. SUB-COMMITTEE REPORTS:

- a. AWARDS: LCDR Bryant stated that award packets were sent out 12 March 2005. Total postage cost was \$48.25. All packets were mailed to address of voting members that was on file. The packets included the instructions, voting criteria for both awards, and 6 CVs. The deadline to submit votes on-line is 1 April 2005. Packets were not mailed electronically due to the nature of personal information on the CVs. If anyone has not received their packets by 23 March 2005 should contact LCDR Baldo and LCDR Chang.
- b. MEMBERSHIP AND NOMINATIONS: After previous discussion with LT Engelson and LCDR Chang, LTJG Lim finished the letter welcoming new officers to APAOC. Membership application form is also drafted. LCDR Chang will review and send drafts for approval by voting members.
- c. CAREER DEVELOPMENT: CDR Szeto met with the subcommittee and LCDR Chang on 4 March 2005. Discussion of business plan for this year. Also discussed 5 year strategic plan. Most important was mentorship program to learn about promotion, career development and relocation for younger officers. Web-based survey to general members will also include invitation for officers to participate in mentorship program. Educational opportunities were also discussed. Last month LCDR Keats spoke on career development. Next month CAPT Blackwell will discuss associate recruiting. Please send any ideas or input to CDR Szeto. Send in questions for the speaker in advance to CDR Szeto. She has prepared a checklist for officer promotion. After approval by the subcommittee, it will be presented to the voting members. The subcommittee would like APAOC to partner with other APA organizations. DHHS APAnet offers leadership training in May 2005. She would like APAOC to co-host at no cost to APAOC. She will let APAOC know what the response is from this organization. The subcommittee is working with LT Vang on a website bulletin board and calendar events for training activities.
- d. CHARTER AND BYLAWS: LCDR Guo will send out Bylaws to voting members by the end of the week. He requests that subcommittees document their routine activities in writing for archives and to aid future subcommittee's work.
- e. PUBLIC RELATIONS AND COMMUNICATIONS: Yesterday the subcommittee consisting of LT Vang, LT Fajardo, LCDR Bryant, CDR Yorichi met to discuss the new website. LCDR Chang would like to do testing on the new server before the new website is uploaded to the new server. In May 2005 or in the Fall, APAOC would like to have group photo with Surgeon General Carmona. Mission, goals, and objectives will be placed on the website. Different educational programs will be linked under career development section. LT Vang still needs action items, accomplishments and milestones to add to website. He also needs personal photos of all officers. Please submit these items to LT Vang.
- f. LEADERSHIP AND STRATEGIC PLANNING (ad hoc): LCDR Shen announced meeting for next week 21 March 2005. Outputs will be sent to LT Vang to be put on website.
- g. APA HERITAGE MONTH (ad hoc): LCDR Bryant apologizes for not having sent out emails earlier. 17 May 2005 Parklawn is HHS celebration. Tentative 23 May 2005 Humphrey Building for big APA event. Participation is free. APAOC was invited to be on planning committee and she is very excited about this wonderful opportunity. Table top display still

needs graphic. She needs photos to put on table top display. Contact LT Quynh Nguyen if you are interested in volunteering. LCDR Bryant is also looking for someone to volunteer to do a write up for DCP on APA Heritage Month. Elaine Chao, Secretary for Department of Labor, is again sponsoring on 3 May 2005 Leadership training for APAs. Check out [www.apasummit.org](http://www.apasummit.org). Good opportunity for CEUs. LCDR Bryant has registered APAOC as a group. Show up in your service dress blues. Photo opportunity with Secretary Chao was requested. Volunteers are needed for all these events. Please contact LCDR Bryant.

E. PAC Reports: None were submitted to LCDR Joanne Shen

F. Other Business:

- a. Presentation by CAPT D.W. Chen on EPP: Guest Speaker CAPT D.W. Chen, recipient of 2004 Samuel Lin Award, spoke from 1205 to 1245 on Exceptional Proficiency Promotion (EPP). He is the Director, Medical Public Health. He received ECP (exceptional capability promotion) twice in his career. ECP is now known as EPP. Served on Surgeon General's 2003 task force to improve promotion process as part of the transformation process. The goals of his talk were to give some insight on EPP and the promotion process and how it differs from the old system ECP. He also gave some advice on how to increase your chances of being promoted.

Old (ECP)	New (EPP)
<p>Sole use of the COER</p> <p>Agency nominates officer for ECP. Name gets pooled and ranked with other names at the Category level. Top names forward to Promotion Boards where ECP candidates are reviewed separately from other officers up for promotion.</p> <p>CONS: Lose category "identity" at the 3<sup>rd</sup> level where officers up for ECP are all ranked against each other (medical, pharmacy, etc.)</p>	<p>Use of other tools like Reviewing Officer's Statement and Officer's Statement</p> <p>Agency nominated officer for EPP. Category promotion board reviews all officers up for same rank together (regular and EPP). This is a 2 step process and the Board is "blinded" to officers being up for EPP.</p> <p>PROS: If you are truly performing at a higher rank, then you have a better chance of getting EPP – process thought to be more fair. No quotas on numbers of officers from each agency who may get EPP in each category.</p> <p>CONS: May be more competition since you are competing with officers who have meet the T&amp;E requirements. EPP person may take away a promotion from someone who is on their last chance at promotion (3 strikes and you are out.)</p>

HINTS for success:

1. Make your agency happy – CAPT Chen has served in variety of places and responsibility inside and outside of HHS.
2. Do good work in your primary job (your billet)
3. Do collateral duties that are not necessarily PHS – outside working groups. This helps get your name known as a productive officer throughout your agency.
4. Make sure that you meet your categories benchmarks for all the precepts.
5. Function at a billet level as high as you can. The higher the billet level, the better. (An O-4 sitting in a O-4 billet will have difficulty getting promoted to O-5 rank.) Because of this, consider being in a isolated hardship tour or problematic area to get experience you need in a higher billet.
6. Having supervisory experience will help you advance to O-6 rank. Your responsibilities increase dramatically when you are a supervisor.

7. Do not be afraid to approach your supervisor to see if they will nominate you for an award. You can help your civilian supervisor understand the importance of these PHS award to promotion.

Discussion: CAPT Lock was concerned that the Promotion Boards are not truly blinded to officers up for EPP. The number of officers at any given rank is limited. EPP are competing against officers who are qualified and who are on their last chance for promotion. CAPT Chen admit that even though you are performing at a level higher rank, you are missing milestones and experience that other standard promotion officers may have. LCDR Chang asked that additional questions be forwarded to him via email, since time was running short.

**V. ANNOUNCEMENTS:**

None

**VI. ADJOURNMENT – NEXT MEETING:**

LCDR Chang adjourned the APAOC meeting at 1325 hours. Next month's meeting is scheduled for 20 April, 2005, usual time and place.

**VII. HANDOUTS:**

None

Submitted by:

LCDR Joanne Shen      Date: 3/16/05  
Executive Secretary

LCDR Soju Chang      Date: 3/16/05  
Chair