



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference Only

Call to Order

- CDR Postelle Birch-Smith, BCOAG Chair, called the April 14, 2011 BCOAG meeting to order at 1100 EST.

Roll Call & Introductions

- LT Charlene Sydnor, BCOAG Correspondence Secretary, conducted a roll call of voting members- a quorum was present.
- All non-voting members participating via teleconference were asked to email their name (including rank) to bcoag.org@gmail.com to be included on the attendance list.

Approval of Minutes

- The minutes from the March 2011 BCOAG meeting were approved with addition of changing the spelling of LT Garman Williams name.

STANDING COMMITTEE REPORTS

Awards Committee: CAPT Beverly Dandridge (Chair)

- 3 meetings held in March – March 4th, 18th, and 25th.
- Received one call regarding the *BCOAG Annual Award* nominations. No nominations have been received to date.
- *Nomination Award endorsements* -Recommend removing this criterion on future forms.
- *BCOAG Chair Award* – 2 awardees vs. Retired Officer's Award - 2 awardees designation is an error on the *BCOAG Retired Officer's Award*. Double awardees were intended for BCOAG Chair Award – one voting and one non-voting member.
- *Nathan L. Anderson Award* - Origin to be determined - ? Junior officer award. *Is this award necessary as we have the Lythcott Award available to the junior officers?*
- *Awards Committee Standing Operating Procedure [SOP]* Draft was developed and submitted for review.
- *Historical Perspectives* – research with senior officers has revealed we are “hiding” a great deal of history that needs to be shared! 1) Recommendation: a call for all BCOAG members to assist with locating/identifying all separated officers to assist with our archive development. 2) Consider BCOAG role with retirement ceremonial activities for African American officers. 3) Develop a Retirees' Corner on website. 4) Encourage retiree's continued involvement with BCOAG as mentors/role models. CAPT DeLoris Hunter has volunteered to Chair an Ad Hoc Committee for this project. In addition, LT Sydnor has included a historical slide presentation on our website.
- Identification of previous Retired Officer award recipient's is in progress -3 have been identified to date. Plan to list recipients on the website.

Career & Professional Development Committee: LCDR Karen Beckham

- **Committee Goal**
 - Our goal is to Serve as a resource to BCOAG members to help manage their careers by utilizing a team centered approach which includes:



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- sharing career development & training information
 - identifying opportunities for mentorship
 - strengthening recruitment and retention activities
- The four teams are in place. We are pleased to announce the following persons have agreed to serve as chairs/co-chairs respectively:
 - Career and Professional Development (LCDR Shary Jones/LT Kimberley Hawkins, Co-Chairs)
 - Mentoring (CDR Karen Dorse, Chair)
 - Recruitment (CAPT David Foley, Chair)
 - Retention (LT Lamar Henderson, Chair)
 - **Career and Professional Development**
 - The Team is in the process of working on topics to be presented monthly during the BCOAG Call. Topics include: Awards, Continuing Education, CV Formats/Benchmarks, Licensing/Certification, Leadership, PACs, PHS Activities, Professional Organizations, and Basic Readiness
 - Volunteers are needed to join the Team. Interested officers should contact LCDR Shary Jones at shary.jones@hhs.gov or LT Kimberley Hawkins at khawkins@hrsa.gov
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 - **Mentoring**
 - Meetings: The mentoring team held its first meeting on 11 April 2011. There was low member participation due to conflicts with members' schedules and other obligations; however, the meeting was conducted with the members who were present. Future scheduled meetings are TBA
 - '2011 Focus: The BCOAG Mentoring Team will focus on education, visibility and promoting career enhancement processes
 - Tentative 2011 Activities:
 - o Increase mentoring team members by soliciting for members through the BCOAG listserv and inviting others to join Team meetings

 - o Conduct lunch and learn education seminars

 - o Establish updated lists for mentor-mentees

 - o Plan a social for mentors-mentees to "meet and greet"

 - o Attend Corps activities, i.e. OBC graduations, COA Symposium (encourage participation in mentoring program)
 - Toolkits: The Team will be working on reviewing and updating the materials available in the toolkits (which provide guidance to mentors/mentees)
 - Point of Contact: If anyone is interested in joining the BCOAG Mentoring Team or becoming a mentor or mentee, please contact CDR Karen Dorse at 301-594-5954 or email at: Karen.dorse@foh.hhs.gov
 - **Recruitment**



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- Benchmarks and objectives for the year include:
 - Request from past chairs a list of past members and solicit their participation.
 - After assessing how many past committee members are interested in returning, solicit more member as needed with emphasis on regional diversity
 - BCOAG Participation in PHS Awareness Day
 - Identifying recruitment leads in various geographic regions to carry out recruitment efforts in their respective areas ranging from formal to non formal recruitment efforts/events
 - Finalizing edits to the recruitment letter to identify schools to target for dissemination.
 - Partner with various PAC XC to accomplish recruitment efforts ensuring a minority presence.
 - Galvanizing existing human resources (inside and outside) of the Corps to further facilitate recruitment efforts at professional schools such as: Meharry, Howard, University of Maryland, FAMU, Atlanta University (Morehouse Medical School) etc.
 - Using COA category day as a medium to spotlight the BCOAG by making sure all PAC chairs are aware of the BCOAG/NOLA mission
 - Emphasize BCOAG member involvement with their respective PACS to shore up organizational impact
 - BCOAG representation (booths/speakers) at annual professional meetings NMA, ADA, NNA, etc.
 - Compose a White Paper for the recruitment committee outlining its functions and goals.
- **Retention**
 - LT Lamar Henderson, Chair, is currently working with the Military Affairs Financial Manager at USAA who is assisting the Team in planning conference calls for the "Financial Series", which will include the following topics and tentative dates:
 - Life Insurance (Whole vs. Life) ---Late May
 - Investment (Aggressive vs. Conservative)---June
 - Car Buying (Lease vs. Buying)--Late August or September
- **Call for volunteers**
 - Volunteers are still needed to assist the Teams with implementing goals for the year. Interested officers can contact Karen Beckham at kbeckham@hrsa.gov and/or the individual Team chairs.

Health Disparities Committee: LCDR Pilgrim Spikes

- A Health Disparities Committee (HDC) meeting is scheduled for April 20 at 3PM. Committee members were sent health factsheet developed by HDC for review and comment. We will discuss the factsheets during the call.

Communications and Public Relations Committee: LT Charlene Sydnor

- The BCOAG website is still under construction. Our contract with our current service provider (Gate.com) will be renewed for another 3 months and will expire on July 29, 2011. The committee is aiming to complete the BCOAG website by June 1st, 2011.



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- We plan to initiate the BCOAG facebook page project by June 1st (if not sooner). We'll send out a call for volunteers for the Facebook team in the near future. Please look out for more details in the BCOAG weekly announcements.
- LCDR Mivoyel JeanPaul designed a black and gold version of the BCOAG coin logo. We included the color version in our BCOAG announcements. Please contact me if you would like to use the logo for literature related to BCOAG.
- We actively updating the BCOAG brochure. We recently put out a call to officers to submit photographs that showcase BCOAG activities. We've received a number of responses but please continue to submit your photograph to us. We expect to have the brochure completed by April 22, 2011.
- We are still looking for articles that highlight BCOAG members for postage on the BCOAG listserv.
- Weekly announcements will be distributed Monday mornings. The announcements for the week of April 11th were sent out Friday April 8th because of the potential government shutdown. Weekly announcement will resume on a regular schedule on April 18th. We are sending out calls for volunteers for the Community Outreach Events on Wednesdays of each week.
- The guidelines for submitting announcement to the BCOAG listserv have changed.
 - Announcements must be received by 1700 hours Thursday (5pm EST) weekly.
 - Any submission received after the deadline will be included in the following week's announcement.
 - Non-compliance with these guidelines will exclude the announcement from being posted.
 - Font should be *12 point Times New Roman*.
 - Provide a *title* for your announcement (i.e., job vacancy, award info, volunteer opportunity, etc.).
 - Provide a *brief description* of your announcement with the exception of job announcements.
 - Announcements should include all the pertinent information (i.e., WHO, WHAT, WHEN, WHERE, DETAILS, ATTIRE (as applicable), ACTIVITIES (as applicable), POC (as applicable), ACTIVITY LEAD (as applicable)).
 - Include website links for more information or an attachment for more information.
 - *E-mail* the announcement to: BCOAG.org@gmail.com, Subject line: "*Announcement*".
 - Announcements will be reposted until the "respond by date" and/or the date of the event has expired.
 - Special or urgent announcements will be sent separately from the weekly announcements as deemed necessary.
 - If you have any questions you may contact LT Charlene Sydnor at sydnorc@mail.nih.gov or LT Nikkia Powell at nikkia.powell@nih.gov.
- Please submit digital pictures of BCOAG officers participating (action photos) in community service, recruitment activities, etc. (officers should be in uniform- including ball cap and t-shirt).
- **Either email them to bcoag.org@gmail.com or use the following instructions:**
 1. Open your browser and type [ftp.bcoag.org](ftp://ftp.bcoag.org)
 2. You will be prompt to enter username and password (Case sensitive)
 - a. Username: bcoag0or



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- b. Password: bcoag1
 3. On your web browser, click on Page and select Open FTP Site in Windows Explorer
 4. You will be prompted to enter your credentials again. Use the same account info from above (Case sensitive)
 5. Double click on the bcoag pics folder to open it
 6. Create a new folder inside bcoag pics
 7. Name folder as LastName_Year and save the desired pictures
 8. Ensure that a brief description of the picture is saved in a word document inside the folder
- NOTE: It is recommended that pictures be submitted from your home computer because many agencies have firewalls that will not permit access to the ftp files.

To join the listserv, please send an email to either LT Charlene Sydnor sydnorc@mail.nih.gov or LT Nikkia Powell nikkia.powell@nih.gov

Community Outreach Committee: CDR Monique Fountain-Hanna

- **March Activities Summary**
 - Thank you to the following officers who led and participated in late March activities:
 - Atlanta area officers who participated in the Morehouse College Health and Fitness Fair on Thursday, March 24th. LT Andrea Smith led this activity.
 - Atlanta area officers who participated in the "Yes I can be a Health Professional" conference at DM Therrell School for Health Sciences and Research on Saturday, March 26th. LTJG Candis Hunter led this activity
- **April Activities Summary**
 - Atlanta area officers were invited to join in a Career Day today from 9:00-11:00am. Capt Beverly Dandridge is the point of contact for this activity.
 - Science Fair: Baltimore Junior Academy, Tuesday April 12th from 9am-11am. CDR Maryann Robinson was the activity lead for this activity.
 - Career Day- Laurel High School is this Friday, April 15th from 8am-2pm in Laurel, MD. 6 officers are scheduled to participate and this is led by LT Garman Williams.
- **May Activities**
 - We need a pharmacist and a physician who would be willing to volunteer for a Career Fair at McKinley Tech High School at 2nd and T st, NW, WDC on Friday, May 20th from 8am-12pm. If you are interested and available, please contact Mr. Hubert Becton directly at 757-206-8518, email hbecton@msn.com or contact me for more information at mfountain@hrsa.gov.
 - On May 7th, we were scheduled to participate in the Patriots Center 14th Annual Youth Summit on Technology-entitled "On the Path to Greatness 1000 Students...1000 Parents". This event is scheduled from 7:30am-4pm at Charles Flowers H.S. in Prince Georges County. We unfortunately were not able to get someone who would be willing to coordinate our participation. We still have time to reconnect with activity if anyone is willing to be the team lead. We had several officers who were willing to participate but no leader.
- **June Activity**
 - COF Scientific Symposium - BCOAG/COF Joint Outreach Activity led by LT Natalie Gibson and LCDR Lorraine Williams.---will provide an update.



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- As always, we appreciate all the officers who support our monthly community outreach activities across the county. If you have an idea for an activity, please feel free to contact me directly at mfountain@hrsa.gov. Be on the lookout for our Wednesday announcements through the BCOAG listserv announcing a call for volunteers for outreach activities.

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Membership Committee: LCDR Lynda Bishop

- BCOAG Membership Committee meetings will be held on the first Tuesday of each month at 10:00 a.m. (EST)
- BCOAG Membership Committee is currently:
 - Revising the 2011 Self Nomination Application for Voting Membership; Working with Communications Committee to have application available on-line to maximize accessibility. *****Announcement:** Call for Nominations for BCOAG Voting Membership will begin May 1, 2011 and all interested officers are encouraged to apply.
 - Updating the tool utilized for collecting officer contact information in preparation for the next publication of the BCOAG Networking Spreadsheet in May 2011. The Networking spreadsheet aims to facilitate collaboration among members of BCOAG.
[POC: LT Umejei; Volunteers – LCDR Eddie Hall and LT Kendra Bishop]

Ad Hoc Committees:

Social Committee: LT Zanethia Eubanks

- **The Planned Social Events**
 - **The upcoming BCOAG Atlanta Area Meet and Greet social event will be held on Thursday, April 21, 2011 from 5:00 pm to 8:00 pm at Café Circa <http://www.cafecircaatl.com/>.** The social lead for this event is CDR Kathleen Green. Please use the attached flyer to promote this event to colleagues, family and friends. We have the rooftop of the restaurant reserved from 5:00-6:00pm. Please plan to spend a minimum of \$20 to cover upfront costs of reserving this location.
 - **Atlanta social events will be held every other month on the 3rd Thursday of that month from 5:30-8:00 pm.** Locations for upcoming social events will be determined close to the date of the event, announced at the social committee meetings and sent out on the BCOAG Listserv.
- **COF Symposium**
 - The COF Symposium/BCOAG social event survey sent out to members of the social committee had a response rate of 35 Officers; of these, 89% plan to participate in the COF BCOAG Social. The majority of respondents preferred the Creole Queen Paddleboat and 88% are willing to pay \$50 for this venue by May 2011. LT Malaika Washington pzp9@cdc.gov is the social lead for this event
 - RSVP for this event if interested in attending NLT Monday 6/13/11
 - **Action Item:** There is a need for volunteers to staff the BCOAG table at COF; duties will include: collecting \$50 admission fee, providing wristbands (indicating that officers have pre-paid), updating spreadsheet, and assisting with program/agenda



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• Web Page Update

- The BCOAG webpage is in the process of being revamped.
- A draft of the social committee page is currently in process (including bylaws, past and current social events); the page will also include a photo gallery (reminder to all social leads: please send pictures from events to LT Thornton)
- LT Thornton will send a draft of the webpage to social committee for feedback. Comments can be sent to LT Jemekia Thornton atakn1@cdc.gov.

• Social Lead Updates/Reports

- BCOAG Social Committee is still seeking **Social Leads** throughout the nation. If you are interested in becoming a social lead in your city/duty station, please send an email at zae0@cdc.gov. A weekly reminder will be posted in the BCOAG weekly announcements. **Participation is critical.**
- DC/MD/VA (DMV area): LT Howie lhowie@cdc.gov and LT Hawkins khawkins@hrsa.gov are the current social leads for an upcoming meet and greet in the DMV area. They are requesting participation from any other interested officers in this area
 - A survey was sent out to DMV area; 54% preferred 'Hudson' as a social venue; 66% were prepared to spend a minimum of \$20 for a social event
 - The 1st meet and greet social for DMV officers is planned for June 2011
- **Action Items:** (1) DMV area will share their recent survey as a template; (2) Work with LCDR Linda Bishop to complete current list
- NY/NJ area: LT Garner garner.kimberly@epa.gov and LT Stevenson are the current social leads for an upcoming meet and greet
- They are in the process of compiling a list of officers in the area and will send out a survey to solicit interest
- South NJ/Philadelphia area: LT Boateng, stationed at the BOP, expressed interest in serving as the social lead for this area, however, was not able to attend the meeting.

• Call for Volunteers/Ideas

- BCOAG Social Committee will be planning a **"Family Affair Picnic"** in August 2011. **Volunteers are needed.** We would like for this to be an annual event for BCOAG Officers and their families across the nation. Activities will include entertainment, food, games, and much more. **Volunteers are needed in order to make this a success. Social Leads are encouraged to plan a summer event in parallel with all areas.**
- End of Year Annual Social (December 2, 2011-Proposed for Atlanta Area ONLY)
 - Planning for this event in all respective areas should begin soon.
 - **Action Item:** By the next meeting, May 11, 2011, Officers should bring ideas to share with the committee (i.e. location, cost, food, drinks, entertainment, etc.)
 - Option #1 (Atlanta area) Dinner/Reception and a Night at the Symphony Package presented by LT Eubanks



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- Venue: Woodruff Arts Center – December 2, 2011
- <http://www.woodruffcenter.org/special-events/reception-spaces-centerspace.aspx>
- Event will be sponsored by BCOAG but extended to JOAG to increase Officer participation to lower costs associated with event. Officers will have the option of attending a symphony production during the month of December.
- Pricing:
 - \$93 pp (given 200 participants)
 - \$115 pp (given 100 participants)
 - \$130 pp (given 75 participants)
- **Action Item:** LT Eubanks will send an email for a call for volunteers for the end of year social.

Charter and Bylaws Committee: Candace Griffin

- The Charter and Bylaw committee had its first meeting on March 23, 2011 and will begin updating the charter in late April/early May. The committee is also working on the unit award for the group that developed the first set of bylaws.

Standing Reports:

Office of Force Readiness Deployment: LCDR Morrissa Rice

- **No Report**

Minority Officer's Liaison Council: CAPT Beverly Dandridge

- Compensation Branch, to include MAB, is relocating from the Parklawn Building in Rockville, MD to downtown Silver Spring, MD.
- 290 names were submitted in March to the Senate for CAD approval. There is a backlog of approximately 1000 applicant submissions. Volunteer teams are assisting DCCA with timely submissions of the bi-monthly nomination list submissions.
- Direct Access is to be used for readiness status checks. Be sure officers check this database routinely.
- JOAG hosted a meet 'n Greet in Chicago and DC. JOAG social will be held during the 2011 COF Symposium on Wednesday, June 22nd. Time and location to be announced when available.
- A MOLC Awards Ceremony Ad Hoc Committee will be formed. A call for volunteers has been issued. A keynote speaker has not been confirmed to date although a list of nominees is being reviewed. Initial committee meeting is scheduled to be held Friday, April 8, 2011.
- MOLC booth display – volunteers will be needed to staff the booth during the symposium. Each CMAG will be asked to provide 4 volunteers for a maximum of 2 hours each at the booth. Total exhibit hours are for one and a half days. A call for exhibit booth volunteers will be issued in the next few weeks with a schedule to allow volunteers to select their preferred time.
- Each CMAG is reviewing and updating their information brochures and tent cards. This information will be needed for the symposium. Photos from each CMAG are being requested to placed on the exhibit display panel.



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- The awards ceremony luncheon has been assured by COF at the cost of \$5,000. Donations and contributions are welcomed to offset the overall expenses.
- MOLC listserv has been granted access via the NIH listserv.
- An ad hoc committee will be formed to review the MOLC bylaws

COF Liaison: LCDR Jennifer Jones

- BCOAG COA account balance as of 4/12/11 is **\$3778.51** –not including reimbursements for postage totaling \$86.91 and a deposit of \$300.00 for additional coin sales. \$240.00 is being held by the Chair for petty cash. An order for additional O-5 and O-6 coins is pending.
- Rank coins are available for purchase at the following locations and by mail order:

Parklawn
POC, LCDR Tracy Pace tpace@hrsa.gov

FDA White Oak
POC LT Hamet Toure hamet.toure@fda.hhs.gov

CDC Atlanta
POC LT Zanethia Eubanks zae0@cdc.gov

BOP Butner
POC CDR Robin Hunter Buskey bibihunter@earthlink.net

CMS and Baltimore Area
POC LT Adrienne Hall ahall@fins3.dhs.gov **PHS Rank Coins**

NOLA Report: LT Natalie Gibson

- BCOAG is sponsoring a service outreach project in conjunction with the June Scientific and Training Symposium in New Orleans. More info can be found at:
<http://www.phscofevents.org/agenda/PreConference11.cfm>.
- The dates for the event are:

Sunday, June 19th
1:00 PM – 6:00 PM

Thursday, June 23rd
2:30 PM – 5:30 PM

Friday, June 24th
8:00 AM – 12:00 PM

Officers will need to sign up to participate. Registration will be available on the COF Symposium website April 29th.

New Business/Open Floor



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- Voting Members Meeting
- Executive Committee Meeting instead
 - Plan to meet Biomonthly
- Voting Membership Meeting tomorrow 4/15/11
- LCDR Morrissa Rice
 - Meeting with Dr. Satcher (spearheaded by LT Zanethia Eubanks)
 - Effort to foster collaboration with Dr. Satcher.
 - Dr. Satcher requested that Howard University start Satcher Leadership Institute
 - Participants in institute are fellows
 - 1 year fellowship
 - Community health leadership
 - 12 weeks partner ship with sororities/churches/etc.
- Thoughts on Annual Series on Meeting with Surgeon General on issues in the workplace
- Are people reading announcements
 - Documents are extremely long
 - Outreach activities are during the work hour; not sure if people can take off
 - Get advance notice as soon as possible
- BCOAG will be volunteering in the Patriots event

Adjournment

- The meeting was adjourned at 1215 EST.
- The next meeting is scheduled for **Thursday, May 12, 2011 at 1100.**

BCOAG meetings are held on the second Thursday of each month from 11:00 a.m. – 12:30 p.m. (EST) in FDA White Oak Silver Spring Room TBA (Contact CDR Birch-Smith).

If you are unable to attend and wish to participate via teleconferencing, please call:

Dial: 1-877-798-6354

PIN: 129733

If you are participating via phone from your office, please invite other officers interested in participating to join you in order to limit the number of lines required.

In order to have your attendance recorded, please email your name, rank and agency to:

bcoag.org@gmail.com.

Respectfully Submitted,

LT Nikkia Powell
Executive Secretary

CDR Postelle Birch-Smith
Chairperson



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Attendance for 14 April 2011

Voting Members

CAPT Beverly Dandridge	LCDR Morrisa Rice
CAPT David Foley	LCDR Sylvester Smith
CAPT Michael Smith	LCDR Pilgrim Spikes
CDR Postelle Birch-Smith	LCDR John Stansberry * (LTJG Adriane Fisher)
CDR Monique Fountain-Hanna	LT Nikkia Powell (excused)
LCDR Candace Griffin * (LCDR Latrece Timmons)	LT Charlene Sydnor
LCDR Jennifer Jones	LT Zanethia Eubanks * (LT Malika Washington)
LCDR Shary Jones	LT Natalie Gibson
LCDR Lynda Lee-Bishop	LT Chinyelum Umejei (absent)
LCDR Michelle Haamid	
LCDR Karen Beckham	

* Represented by alternate

Non-Voting Members

CAPT Shawneequa Harris	LCDR Tehernavia Gregory
CAPT Michelle Dillahunt	LCDR Todd Johnson
CDR Abraham Maekele	LCDR Qiana Coffey
CDR Lesile Leonard	LCDR David Wright
CDR Karen Dorse	LT Enoch Boateng
CDR Tobey Manns Royal	LT Brain Parker
CDR Diahann Williams	LT Latorie Jones
CDR Jacqueline Miller	LT Malaysia Gresham
CDR Flauryse Baguidy	LT Kendra Bishop
LCDR Doris Wurah	LT Chandra Jolley
LCDR Eddie Hall	LT Kimberley Hawkins
LCDR Monica Jessup	LT Yolawnda McKinney
LCDR Latrece Timmons	LT Hamet Toure
LCDR Latonia Ford	LT Darrlyn Cornelius-Averhart
LCDR Chekesha Clingman	LT Makeva Rhoden
LCDR Andrea Smith	LT LaJeana Howie
LCDR Tracy Pace	LT Garman Williams
LCDR Jyl Woolfolk	LTJG Adriane Fisher
LCDR Marco Bennett	