



3-Jul-08

TO: RADM Steven K. Galson, Acting Surgeon General
FROM: CDR Sheila Merriweather, Chair, Minority Officers Liaison Council *SRM*
SUBJECT: Revision of Minority Officers Liaison Council Charter

ISSUE

Review of proposed revisions of the Minority Officers Liaison Council (MOLC) charter.

DISCUSSION

The MOLC provides advice and consultation through the Minority Officer Liaison Council (MOLC) to the Surgeon General on issues related to the professional practice and the professional activities of civil service and Commissioned Corps personnel.

The MOLC Charter has been revised and is consistent with the Model Charter issued by the Office of the Surgeon General. The revisions include updated language to accurately reflect the relationship between the MOLC and the OSG.

RECOMMENDATION

It is recommended that you approve the MOLC charter as reviewed/revised.

DECISION

Approved *Sheila Merriweather* Disapproved _____ Date: JUL 10 2008

Sheila P. Merriweather
CDR, USPHS

Attachment:

- Tab A – Revise MOLC charter, dated June 2008
- Tab B – Last approved charter, dated July 2003

MINORITY OFFICERS LIAISON COUNCIL (MOLC)
CHARTER

<u>Section</u>	<u>Title</u>
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II	RELATIONSHIP OF THE PAC TO THE U. S. PUBLIC HEALTH SERVICE
III	OBJECTIVES
IV	FUNCTIONS
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**The Minority Officers Liaison Council
CHARTER**

(I) MISSION

The Minority Officers Liaison Council promotes professional development of and advocates for the recognition of contributions made by minority officers in the United States Public Health Service.

(II) RELATIONSHIP OF THE MOLC TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

The Minority Officers Liaison Council (MOLC) is recognized by the Surgeon General (SG) as the liaison between the Office of Surgeon General (OSG) and the four chartered minority advisory groups (CMAGs). A CMAG is defined as any group sanctioned by the SG to represent a minority constituency. There are four CMAGs—the American Indian/Alaskan Native Commissioned Officers Advisory Committee (AIANCOAC), Asian Pacific American Officers Committee (APAOC), Black Commissioned Officers Advisory Group (BCOAG), and Hispanic Officers Advisory Committee (HOAC)—in the United States Public Health Service (USPHS).

Composed of representatives of CMAGs, MOLC provides information, advice, and consultation to the SG on issues that affect minority officers, and conveys SG requests for CMAGs to deliberate on planning, policies, and practices of the USPHS. MOLC operates in a staff capacity and does not substitute for line management or in any way exercises the prerogatives of respective operating divisions (OPDIV) and agencies. MOLC shall act in the interests and on behalf of all CMAGs as outlined below.

(III) OBJECTIVES

The MOLC serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to minority officers in all professional categories with the specific objectives of:

1. Advocating for and promoting professional development and career advancement of the minority officer
2. Coordinating and facilitating communication among the four CMAGs and between CMAGs and agencies and operating divisions (OPDIVs) to which officers are assigned.
3. Identifying minority officer and CMAG issues and providing advice to the OSG on these issues.
4. Supporting the USPHS mission through recruitment and promotion of minority officers in leadership and management positions.

(IV) FUNCTIONS

In carrying out its broad mission and objectives, the functions of the MOLC shall include, but are not limited to, the following:

1. Advocate for and promote professional development and career progression of the minority officer.
 - a. Disseminate information and opportunities for minority officers to participate in programs

- and activities initiated by the OSG and operating divisions (OPDIVs).
- b. Recognize and promote minority officers who serve in exceptional capacity individually and collectively.
 - c. Promote the inclusion of minority officer needs and abilities in the development of USPHS training and continuing education programs.
2. Coordinate and facilitate communication among the four CMAGs and between CMAGs and OPDIVs to which minority officers are assigned.
- a. Promote effective communication and establish mechanisms to foster consensus among CMAGs.
 - b. Support and coordinate outreach and special events, professional and educational training, and other activities of CMAGs.
 - c. Review and comment on issues that involve minority officers referred to MOLC by OPDIVs.
 - d. Maintain and update the MOLC website (www.molcusphs.org) and other composite media with timely information on issues and activities related to MOLC and its operations, policies, procedures, and resources.
3. Identify minority officer and CMAG issues and provide advice to the OSG.
- a. Represent CMAGs on official and ad hoc committees of the OSG and provide advice, comments, and recommendations on issues related to minority officers.
 - b. Communicate regularly with the OSG and ensure dissemination of information to CMAGs.
 - c. Promote and coordinate information, reports, and position papers that relate to minority officers to the broader USPHS community through the OSG.
4. Support the USPHS mission through recruitment and promotion of minority officers in leadership and management positions
- a. Support federal recruitment programs and efforts and provide guidance and devise methods and activities to increase recruitment of minority officers.
 - b. Support professional development and promotion of minority officers into leadership and policy development positions.
5. Serve as a communication link and information resource for the MOLC:
- a. Communicate important information to officers and encourage membership in, and involvement with professional and minority organizations and societies in order to promote open communication with non-federal colleagues.
 - b. Ensure the distribution of minutes and/or other MOLC-developed materials to the extent possible and appropriate to officers and other interested parties via the MOLC website.

(V)

MEMBERSHIP

1. **Basic Eligibility Requirements:** The MOLC consists of representatives from the four CMAGs. Each CMAG shall develop its own criteria for designating two representatives from its constituency. Selection shall not be based on any factor other than CMAG affiliation in accordance with the law on equal opportunity.
2. **Size of the MOLC:** Each CMAG shall designate two representatives to serve on MOLC as voting members. The voting members who comprise MOLC shall be voting members of their respective CMAGs.
3. **Organizational Representation:** In order to provide the range of experiences and perspectives necessary for addressing issues before the MOLC, every effort must be made to have the broadest representation possible among all voting members with diverse background in assigned agencies and professional disciplines.
4. **Geographic Considerations:** MOLC shall promote having voting members whose regular duty station is 75 or more miles distant from the Washington Metropolitan Area
5. **Gender and Minority Representation:** MOLC shall promote having voting members with diverse backgrounds in assigned agencies and professional disciplines.
6. **Professional Seniority:** MOLC shall promote having senior and junior voting members. A senior member is defined as an officer whose has five or more years of professional experience in the Commissioned Corps of the USPHS.
7. **Professional Discipline Composition:** Cognizant of the fact that the MOLC is structured around the PHS Commissioned Corps defined professional categories and that some of these categories encompass more than one major professional discipline, to the extent possible the MOLC should attempt to be as inclusive as practical in selecting members who possess the requisite credentials for each of the respective sub-disciplines.
8. **Ex-Officio Members (non-voting):** MOLC may identify individuals to serve as ex-officio. The immediate past MOLC chair may serve one additional year as an ex-officio member.
9. **Liaison Members (non-voting):** MOLC may select individuals to serve in support capacity such as providing advice on technical or policy information and assisting with MOLC activities.
10. **Senior Advisors:** Advisors of at least 0-6 ranking may be invited to participate and advise MOLC and the MOLC Chair

(VI)

NOMINATION PROCESS

1. **Annually, the Chair of each of the CMAG shall appoint at least two (2) officers to serve as voting members on the MOLC.**
2. **Should the need arise to fill an unexpired term of a voting member, the vacancy shall be filled by another CMAG member appointed by the CMAG Chair for the remainder of the term**

(VII)

TERM OF APPOINTMENT

1. **MOLC members will be appointed to serve a one year term by the Chair of each CMAG.**

2. **Alternates:** Cognizant of the demands of the members' primary work responsibilities and the MOLC's need to conduct business, the MOLC has the option of establishing procedures to allow each voting member to designate another officer from his or her CMAG to serve as his or her alternate. Such alternates shall have voting privileges when serving in place of the primary member. It is the responsibility of the primary MOLC member to keep the alternate fully informed and knowledgeable of the MOLC's activities.
3. **Attendance:** If a voting member is frequently absent without prior approval from the MOLC Chair, his or her appointment to MOLC shall be terminated at the discretion of the MOLC Chair and the Chair of CMAG that he or she represents, and another CMAG member shall be appointed to MOLC by the CMAG Chair for the remainder of the term. If a voting member is unable to attend an MOLC meeting, he or she is responsible for the designation of another officer from his or her CMAG to serve on his or her behalf. A voting member who resigns from MOLC shall be replaced by another member of his or her CMAG appointed by the CMAG Chair for the remainder of the term.
4. **Voting Member Responsibilities:** Each voting member selected to represent his or her CMAG shall have one vote on MOLC matters for which votes are cast. Each voting member is accountable to his or her CMAG to report and obtain necessary input. It shall be deemed that the voting member's view reflects the majority view of the CMAG which he or she represents. All voting members shall meet or exceed the Office of Force Readiness and Deployment (OFRD) basic readiness standards

(VIII) CHAIRPERSON

1. The Chair shall be performed, on a rotating basis, by voting members of CMAG who constitute MOLC as follows.
2. **Term of the Chairperson:** The Chairperson will serve a one year term and may be re-elected for one additional year. The MOLC may choose to elect the Chairperson for one two-year term with no opportunity for re-election to that post. Additionally, each advisory committee may elect to have a Chair-Elect post so that after one year in this capacity the Chair-Elect automatically becomes the Chair for a year.

(IX) CHIEF PROFESSIONAL OFFICER (CPO)

Not applicable to the MOLC

(X) OPERATIONS AND PROCEDURES

1. The MOLC shall develop its own internal operations and procedures (e.g., bylaws). These shall include, at the minimum provisions covering the following:
 - a. **Operational year:** The operational year of the MOLC is the calendar year, beginning January 1 of each year and ending December 31 of the same year.
 - b. **Frequency of meeting:** Meetings will be held at least quarterly.
 - c. **Agenda:** A meeting agenda and appropriate background material shall to be made available to the members in a timely manner.

2. Records and Reporting:
 - a. Minutes of each MOLC meeting will be developed and approved by the MOLC members.
 - b. Minutes and reports of the MOLC will be distributed in accord with Item IV (5) (b) FUNCTIONS.
 - c. The MOLC shall establish a system to maintain a permanent file of the official minutes and reports of the MOLC.
3. Executive Secretary: The Executive Secretary must be a member of the MOLC but is not required to be a voting MOLC member.
4. Quorum: A quorum shall consist of at least 50 percent of CMAGs and 50 percent of MOLC voting members.
5. Voting: Where voting is required or appropriate, a simple majority rule by voting members present shall determine the action.
6. Committees: Where the MOLC elects to establish standing or ad hoc committees, said membership may include non-MOLC members provided that the chairperson of the committee is a voting member of the MOLC.

Revised June 2008

DECISION

Approved  Disapproved _____ Date JUL 10 2008

Steven K. Galson,
RADM, USPHS