



TO: VADM Regina M. Benjamin, Surgeon General

FROM: CDR Postelle Birch-Smith, Chair, Minority Officers Liaison Council

SUBJECT: Revision of Minority Officers Liaison Council Charter

**ISSUE**

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

**DISCUSSION**

The Minority Officer Liaison Council (MOLC) provides advice and consultation to the Surgeon General on issues related to the professional practice and the professional activities of minority 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. CDR Dwayne Jarman, 2011 MOLC Chair submitted this Charter in December of 2011; this version reflects minor edits identified while seeking OSG approval.

**RECOMMENDATION**

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

**DECISION**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

Attachment:

Tab A – Revised MOLC charter, dated January 2012

Tab B – Last approved charter, dated June 2008

MINORITY OFFICERS LIAISON COUNCIL (MOLC)  
CHARTER

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## **The Minority Officers Liaison Council CHARTER**

### **(I) MISSION**

The Minority Officers Liaison Council (MOLC) was established by the Surgeon General and the United States Public Health Service (USPHS), to advise and serve the Office of the Surgeon General on issues of professional development and to advocate for the recognition of contributions made by minority officers in the USPHS.

### **(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 input on planning, policies, and practices of the USPHS. The 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. The 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 minority officers.
2. Coordinating and facilitating communication among the four CMAGs and between CMAGs, 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, retention, and promotion of minority officers in leadership and management positions.

### **(IV) FUNCTIONS**

The functions of the MOLC shall include, but are not limited to, the following:

1. To advocate for and promote professional development and career progression of minority officers.
  - 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. To 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 collaboration 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 referred to MOLC by OPDIVs that involve minority officers.
  - d. Maintain and update the MOLC website (<http://www.usphs.gov/corpslinks/molc>) and other composite media with timely information on issues and activities related to MOLC and its operations, policies, procedures, and resources.
3. To 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. To support the USPHS mission through recruitment, retention, and promotion of minority officers in leadership and management positions.
  - a. Support federal recruitment programs 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. To serve as a communication link and information resource between OSG and the CMAGs.

- a. Communicate important information to officers and encourage membership, and involvement with professional and minority organizations and societies in order to promote open communication with non-federal stakeholders.
- 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 for Voting Membership:** The MOLC consists of representatives from the four CMAGs.
2. **Size of the MOLC:** Each CMAG shall designate two of their CMAG Voting Members to serve as MOLC as Voting Members.
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 backgrounds in assigned agencies and professional disciplines.
4. **Geographic Considerations:** MOLC shall promote having voting members whose regular duty station is geographically removed by a distance of 75 or more miles from the Washington Metropolitan Area.
5. **Gender and Minority Representation:** MOLC shall make a concerted effort to include gender representation and individuals with diverse backgrounds as members across 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 who has five or more years of professional experience in the Commissioned Corps of the USPHS.
7. **Professional Discipline Composition:** Being 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. Each year the MOLC Senior Advisor will provide each Voting Member with an Appointment letter for the officer's eOPF.
9. **Ex-Officio Members (non-voting):** The immediate past MOLC Chair and JOAG Representative serve one additional year as an ex-officio member to help ensure process efficiency and continuity. The MOLC may identify other individuals from the immediate past MOLC leadership to serve as ex-officio members for a period of one year.
10. **Ad hoc Members (non-voting):** The MOLC may select individuals to serve in support capacity such as providing advice on technical or policy information and assisting with MOLC activities. The term of the appointment as an ad hoc member, while typically less than one year, varies with the type and amount of services requested by the MOLC. Ad hoc

members typically continue through the current leadership cycle and need to be approved by vote of the incumbent MOLC leadership. The MOLC Chair can identify MOLC ad hoc members as needed, with the expectation the ad hoc members will conduct themselves according to the MOLC bylaws. The MOLC Chair may identify ad hoc members to assist the various Subcommittee Chair persons. Selection shall be consistent with Federal Equal Employment Opportunity Policy.

11. Subcommittees: MOLC subcommittees are intended to be short term (less than one year) collective groups. Subcommittees must be chaired by a MOLC voting member and participants can be any combination of MOLC voting and non-voting members. The Chair of the Subcommittee may identify MOLC ad hoc members to assist with the work of the Subcommittee. The MOLC Chair should be informed of all ad hoc members appointed by the Subcommittee Chair. Ad hoc members may also be assigned specific Subcommittee tasks by the MOLC Chair following consultation with the Subcommittee Chair. (non-voting):
12. Senior Advisor(s) (non-voting) of at least 0-6 ranking may be invited to participate and advise MOLC and the MOLC Chair. The MOLC may request the continued service of a Senior Advisor, as long it is agreeable with the Senior Advisor. The appointment of a Senior Advisor must be brought to a vote by the MOLC voting membership. While not required, it is recommended that the MOLC Senior Advisor(s) has served as MOLC Chair, Vice-Chair, or a Flag Officer. Selection shall be consistent with Federal Equal Employment Opportunity Policy.

#### **(VI) NOMINATION PROCESS**

1. Each CMAG shall develop its own criteria for designating two voting members from its constituency.
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 within 30 days for the remainder of the term to ensure adequate representation.

#### **(VII) TERM OF APPOINTMENT**

1. MOLC voting members will be appointed to serve a one year term. The role of each CMAG within MOLC will rotate each year. See Chairperson Section (VIII)(1) for detailed timing of each CMAG and MOLC role.
2. Alternates: Being 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 their CMAG to serve as their 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, their appointment to MOLC shall be terminated at the discretion of the MOLC Chair and the Chair of CMAG that the member represents. Subsequently, another CMAG member shall be appointed within 30 days to ensure adequate representation to MOLC by the CMAG Chair for the remainder of the term. If a voting member is unable to attend a MOLC meeting, it

is their responsibility to designate another officer from the representative CMAG to serve on their behalf. A voting member who resigns from MOLC shall be replaced by another member of the respective CMAG appointed by the CMAG Chair for the remainder of the term.

4. **Voting Member Responsibilities:** Each voting member selected to represent their CMAG shall have one vote on MOLC matters for which votes are cast. Each voting member is accountable to their CMAG to report and obtain necessary input. It shall be deemed that the voting member's view reflects the majority view of the CMAG represented. 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 the CMAG who constitute MOLC as follows:

<b>Position</b>	<b>Year 1 (2011)</b>	<b>Year 2 (2012)</b>	<b>Year 3 (2013)</b>	<b>Year 4 (2014)</b>
<b>Chair</b>	AIANCOAC	BCOAG	HOAC	APAOC
<b>Vice-Chair</b>	BCOAG	HOAC	APAOC	AIANCOAC
<b>Secretary</b>	HOAC	APAOC	AIANCOAC	BCOAG
<b>Liaison</b>	APAOC	AIANCOAC	BCOAG	HOAC

2. **Term of the Chairperson:** The Chairperson will serve a one year term and may continue on the MOLC as an ex officio member for one additional year. Additionally, the CMAG responsible for providing the Chair the preceding year may elect to have a Chair-Elect post during the current year. During that CMAGs year to fulfill the Chair role, the Chair-Elect automatically becomes the MOLC Chair.

**(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 including call-in procedures and appropriate background material shall 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 accordance 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. Quorum: A quorum shall consist of at least 50 percent of CMAGs and 50 percent of MOLC voting members.
  4. Voting: Where voting is required or appropriate, a simple majority rule by voting members present shall determine the action.
  5. MOLC meetings will be held in respect to Robert's Rules of Order.
  6. Non-Voting Member Participation: Non-Voting members can be relieved from their responsibility by petitioning the MOLC or by a recommendation made to the MOLC by a MOLC voting member. Official removal from service of non-voting members must be voted on by the MOLC. Exceptions: Ad hoc members identified solely for the purpose of serving on a Subcommittee may be released by the Subcommittee Chair or the MOLC Chair without requiring a formal vote.

Submitted: December 2011  
 Revised: January 2012

**DECISION**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

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 VADM, USPHS  
 U.S. Surgeon General