

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COMMISSIONED OFFICER MINORITY GROUPS  
FOR THE OFFICE OF THE SURGEON GENERAL  
UNITED STATES PUBLIC HEALTH SERVICE

Whereas the minority officers groups, noted herein, support a mutual effort to further the participation and representation of minority officers in the Commissioned Corps under the period of revitalization, and wish to operate in a manner that maximizes the administrative efficiency of all parties, and ultimately seek results which will benefit all officers equitably and make for a stronger Commissioned Corps, the minority officer groups enter into a Memorandum of Understanding (MOU) to facilitate the development of a minority officers council which will act to fulfill this intent.

A. Description

This council shall be called the Minority Officers Liaison Council (MOLC), to the Office of the Surgeon General (OSG), of the United States Public Health Service (USPHS).

B. Purpose

The MOLC, USPHS, is recognized by the Surgeon General (SG) to serve as the liaison between the OSG and the recognized and established minority officer groups. The Council provides information, advice, and consultation to the SG as received from the minority officer groups concerning issues, policies, and personnel matters affecting their constituencies. It also conveys requests from the SG regarding policy and practice matters to the minority officer groups for their deliberation. The Council shall act in the interests and on behalf of all parties to:

Improve the recruitment, retention, and career development of minority officers.

Promote, foster, and encourage the participation and representation of minority officers in leadership, policy development, and management positions in the USPHS.

Enhance the role and contributions of minority officers in the USPHS by assisting the OSG in pertinent matters; relevant to personnel.

Develop effective communication and cooperation among minority officers, non-minority officers, and other interested parties.

**C. Functions**

The functions of the Council are to:

Receive and coordinate information from the respective minority officer groups and transmit to the SG.

Receive and coordinate information from the SG and transmit to the respective minority officer groups.

Establish an infrastructure which will recognize a minority officer to serve as the principal liaison between the minority officer groups and the SG.

Establish policies and procedures to govern the Council.

Establish mechanisms for fostering consensus among minority officer groups regarding issues of common concern.

**D. Governance**

MOLC will be constituted by the representation of two officers from the established and recognized minority officer groups. The established and recognized minority officer groups are defined as any group sanctioned by the SG to represent a minority constituency. Currently, four such groups exist, which are:

- Black Commissioned Officers Advisory Group (BCOAG)
- Hispanic Officers Steering Committee (HOSteC)
- American Indian, Alaskan Native Commissioned Officers Steering Committee (AIANCOSC)
- Asian Pacific American Officers Committee (APAOC)

Each group will develop its own criteria for designating two representatives from its constituency to the MOLC.

1. **Offices:** Four offices or positions will be created to govern and administer the duties of the Council. The offices and their responsibilities are defined as follows:

Position

Responsibility

Liaison Officer

Liaison to the SG, serves as the principal intermediary, receives information from the Council to transmit to the SG at designated meetings, attends monthly CPO/PAC Chair meetings, attends other meetings deemed important by the SG, and reports back to MOLC on important issues or requests from the SG.

Deputy Liaison Officer

Acts in an assistant capacity to the Liaison Officer to the SG for MOLC, and acts in the temporary absence of the Liaison Officer to carry on his/her responsibilities.

Chairperson

Assures that the duties of the Council and its members are met, chairs the MOLC meetings, calls emergency meetings, carries out day to day administration of the Council.

Executive Secretary

Develops reports of MOLC meetings, compiles the report of meetings attended by the Liaison Officer, prepares reports for council members to feedback to their respective groups and files necessary reports. Forwards copy of report to OSG.

The second representative from each minority group will be expected to participate actively at the meetings and is granted all rights and privileges of the office holding representatives. In case of an unavoidable absence from a MOLC meeting by the representative holding an office the second representative shall act on his/her behalf. If a representative can no longer hold office, then the second representative shall assume that position and the minority officer group will select another second representative for the remainder of that cycle.

In case of an unavoidable absence from a regularly scheduled MOLC meeting the person shall designate an alternate to act in their place. The person who will be absent is asked to advise the Chairperson in advance of that absence and give the name of the designated alternate.

Each representative is accountable to its own constituency to report and obtain necessary input when required.

2. **Selection:** Each office shall be served by a different designated minority officer group. The representative who shall hold that office shall be designated by the minority officer groups and shall be subject to approval by the MOLC and confirmation by the SG. A cycle shall consist of a 1 year rotation. The following rotation will be observed for the next 4 years (starting October 1, 1991):

B = BCOAG, H = HOSteC, A = APAOC, I = AIANCOSC

<u>Position</u>	<u>1991-92</u>	<u>1992-3</u>	<u>1993-4</u>	<u>1994-5</u>
Liaison Officer	H	A	I	B
Deputy Liaison Officer	A	I	B	H
Executive Secretary	I	B	H	A
Chairperson	B	H	A	I

E. Duration of MOU

This MOU will be effective upon signature of authorized officials from the minority officer groups and witnessed by the OSG. It shall remain in effect permanently, unless amended by mutual consent, or terminated by mutual consent. The MOLC exists under the authority of the OSG and is granted all rights and privileges as other entities under the authority and must abide by the rules and regulations under that authority.

F. Effective Date of Revised MOU

This revised MOU shall be effective from October 1, 1991 until action is taken to amend this one.

Terrell S. Lewis mo.

Chair  
Black Commissioned Officers Advisory Group (BCOAG)

2/20/92

Date

Thomas H. Perez

Chair  
Hispanic Officers Steering Committee (HOSStC)

Feb 20 1992

Date

Colleen L. Good Bear

Chair  
American Indian, Alaskan Native Commissioned Officer  
Steering Committee (AIANCOSC)

20 Feb 92

Date

Allan Fock

Chair  
Asian Pacific American Officers Committee (APAOC)

20 Feb 92

Date

Witness by:

Rice C. Leach

Office of the Surgeon General  
United States Public Health Service

February 20, 1992

Date

October 1, 1991  
Representatives for each group.

Hispanic Officers Steering Committee (HOSSteC)

1. Roland Garcia
2. Storiana Lopez

Asian Pacific American Officers Committee (APAOC)

1. Allie Lusk
2. Carl A. Phatao

American Indian, Alaskan Native Commissioned Officer  
Steering Committee (AIANCOSC)

1. Susan Tiller
2. Colleen L. Ford Bess

Black Commissioned Officers Advisory Group (BCOAG)

1. Johnnell Branch
2. Lanardo Moody