

MINORITY OFFICERS LIAISON COUNCIL

The Minority Officers Liaison Council (MOLC) was formed in 1990 and is recognized by the Surgeon General (SG) as a liaison between the Office of the Surgeon General (OSG) and established minority officer groups. MOLC provides the SG with information, advice and consultation concerning issues, policies, and personnel matters affecting their constituencies, and acts in the interest 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 PHS;

Enhance the role and contributions of minority officers in the PHS; and

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

MOLC is composed of eight members who represent each of four minority groups: American Indian/Alaska Native, Asian Pacific American, African American, and Hispanic officers. Each member is formally appointed by and serves under the auspices of the SG.

MOLC members perform their council duties in addition to their regular billet assignments. Offices within MOLC include: Chairperson, Executive Secretary, Liaison Officer to OSG, and Deputy Liaison Officer. The MOLC representative from each minority group holds an office and the positions are rotated on an annual basis.

If you are interested in receiving information about the activities of any of the minority groups or the Minority Officers Liaison Council, please contact any of the following representatives:



Office of the Surgeon General
Office of the Chief Engineer
Dallas, TX 75202

OCT 29 1997

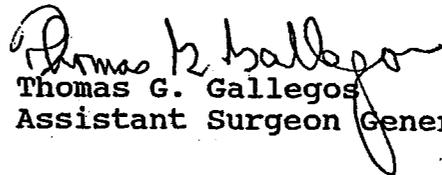
TO: Jerret Clinton, M.D.
Acting Surgeon General

FROM: Chair, Minority Officers Liaison Council

SUBJECT: Memorandum of Understanding

Attached is the Minority Officers Liaison Council (MOLC), Memorandum of Understanding (MOU) for your review and approval. The MOU is an instrument we are using to help support the Office of the Surgeon General on matters which may affect minority officers. Also attached is the 1997-98 Work Plan establishing the goals and objectives the MOLC will be implementing to support minority officers.

Thank you for your attention to this matter.


Thomas G. Gallegos
Assistant Surgeon General

Attachment

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**MEMORANDUM OF UNDERSTANDING
FOR THE ESTABLISHMENT AND REVITALIZATION OF
THE MINORITY OFFICERS LIAISON COUNCIL
OFFICE OF THE SURGEON GENERAL
UNITED STATES PUBLIC HEALTH SERVICE**

Whereas the Office of the Surgeon General (OSG) and the chartered minority officer advisory groups, noted herein, realize a mutual effort will further the participation and representation of minority officers in the Commissioned Corps (CC), will encourage administrative efficiency for all parties; and will make for a stronger CC for all officers, the parties wish to establish a minority officers council by entering into a Memorandum of Understanding (MOU).

A. Description

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

B. Membership

The membership of the council shall consist of the following members: the Chair, MOLC; the Chair or representative of each minority officer group chartered by the OSG; a representative from the OSG; a representative from the Division of Commissioned Personnel; and a representative from the Department of Health and Human Services, Office of Equal Employment Opportunity or its equivalent.

C. Purpose

The MOLC will provide information, advice, and consultation to the Surgeon General (SG) concerning issues, policies, and personnel matters affecting the constituencies of the council members. Also, the OSG will convey requests regarding applicable policy and practice matters to the MOLC for their deliberation. The MOLC shall act in the interests and on behalf of all parties to:

Assure, foster, and encourage the participation and representation of minority officers in the activities, programs, and actions of the OSG and the USPHS.

Make recommendations on personnel matters which principally impact on the role and future of minority officer's in the CC.

Coordinate the activities of member groups to maximize effort, to effect better communication and to encourage cooperation among minority officers, non-minority officers, and other interested parties.

Periodically review the CC recruitment, retention, and career development activities for minority officers and make recommendations to improve such where needed.

Nurture and support the development of the minority officer groups to advance the ideals of the CC and the improvement of the Nation's public health.

D. Operation

The MOLC shall meet at minimum on a quarterly basis. Meetings shall be called at the direction of the Chair, MOLC. The Chair will conduct the meeting and establish the agenda based on input from the SG and the MOLC members.

The MOLC will be self-governing and will be responsible for establishing operating procedures which assure the following:

Coordination of information from the respective members and transmittal of such to the SG when necessary.

Creation of policies and procedures as required to assure effective operation and governance of the MOLC.

Identification and assignment of members to attend critical meetings, such as the monthly Chief Professional Officers/Professional Advisory Chairs meetings, the Agency Representatives meetings and other meetings deemed important by the SG.

Development and implementation of plans to strategies which support the described functions of the MOLC and assure the initial intent of this agreement.

E. Duration of MOU

This MOU will be effective upon signature of the authorized officials from the minority officer groups and 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 that 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 the date of signature from all authorizing parties until action is taken to amend it.

Authorizing Signatures:

American Indian/Alaska Native Commissioned Officer Advisory Committee (AI/ANCOAC)

LCDR Joseph L. Salzer

Date: 23 Oct. 1997

Asian Pacific American Officer Committee (APAOC)

LCDR Frank J. Wilson

Date: 23 Oct 97

Black Commissioned Officer Advisory Group (BCOAG)

CDR Lela Staples

Date: 23 Oct. 1997

Hispanic Officer Advisory Committee (HOAC)

CDR Melissa V. Rael

Date: 23 Oct. 1997

Surgeon General, United States Public Health Service

Janell Condon
Acting

Date: 25 Nov 97

1997-98 WORK PLAN

MINORITY OFFICER LIAISON COUNCIL

MISSION

To serve as a liaison between the office of the Surgeon General (OSG) and the four established minority officer groups. In this capacity the Minority Officers Liaison Council (MOLC) provides the OSG with information, advice and consultation concerning issues, policies and personnel matters affecting their constituencies, and acts in the interest 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 United States Public Health Service (USPHS);
- Enhance the role and contributions of minority commissioned officers in the USPHS; and
- Develop effective communication and cooperation among minority officers, non-minority officers, and other parties.

PREAMBLE

Consistent with its purpose and mission the MOLC representatives will promote a strong leadership role to sustain a shared commitment and responsibility for the professional welfare and social well-being of all minority officers. Through creative expressions and collective planning it will seek to represent the mutual concerns of all minority officers. It will pursue collective actions and innovative outreach strategies to communicate with and promote officer involvement in matters impacting minority officers. And, above all, the MOLC will operate on the principle that it can make a difference.

GOALS and OBJECTIVES

- GOAL #1: Strengthen the working relationship between the MOLC and the OSG.
 - Objective 1.1: Update the MOLC/OSG MOU by January 1998.

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- Objective 1.2: Establish schedule for periodic individual meetings between Acting Surgeon General and Chair, MOLC.

- **GOAL #2:** Enhance the MOLC leadership role and its visibility as a major minority officer organization.
 - Objective 2.1: Clearly define the MOLC Leadership structure.
 - Objective 2.2: Actively participate in planning of the Biannual Fall Minority Officer Awards Ceremony.
 - Objective 2.3: Develop and implement a basic MOLC communication strategy by January 1998.
 - Objective 2.4: Make plans to host joint minority officer's meeting at the annual Commissioned Officers Association (COA) meeting by December of the preceding year.
 - Objective 2.5: Work with the COA leadership to develop an ongoing role in the planning of its annual meetings, by August of each year.
 - Objective 2.6: Develop criteria for the Young Minority Officer of the Year award to be awarded annually at the PHS meeting.
 - Objective 2.7: Plan for MOLC's participation in the upcoming USPHS Bi-Centennial celebration, by December 1997.
- **GOAL #3:** Increase minority officer participation in organizational activities (meeting, special events, National Public Health Week, etc.).
 - Objective 3.1: Develop an aggressive joint outreach strategy, by December 1998.
 - Objective 3.2: Convene the 2nd biannual MOLC awards and leadership seminar on October, 1998.
 - Objective 3.3: Critique last years activities (lessons learned)

Approval by:

LCDR Joseph L. Salzer

Date 23 Oct. 1997

Chair, The American Indian/Alaska Native Commissioned Officers Committees

Approval by:

LCDR James L. Dupont

Date 23 Oct 97

Chair, The Asian Pacific American Officers Committee

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Approval by:

COR Jola Staples
Chair, The Black Commissioned Officers
Advisory Committee

Date 23 Oct 1997

Approval by:

COR. Melissa V. Rael
Chair, The Hispanic Officers Advisory Committee

Date 24 Oct. 1997