



ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

# APAOC



## APAOC GENERAL MEMBERS MEETING MINUTES

<b>Date &amp; Time:</b>	<b>Wednesday, March 17, 2021; 1200 – 1300 EST</b>
<b>WebEx:</b>	<a href="https://fda1.webex.com/fda1/j.php?MTID=m3c78dac4d7ed22350fc18be8aa7df2df">https://fda1.webex.com/fda1/j.php?MTID=m3c78dac4d7ed22350fc18be8aa7df2df</a>
<b>Teleconference:</b>	<b>(Local) 210-795-0506 or (Toll Free) 877-465-7975</b>
<b>Meeting Number:</b>	<b>199 302 7540</b>
<b>Meeting Password:</b>	<b>APAOC2021gm2</b>
<b>Electronic Roll Call:</b>	<a href="#">Link</a>

- I. **Call to Order** CDR Trang Tran
- II. **E-Roll Call Reminder** LCDR Sally Doan
- III. **American Indian Alaskan Native (AIAN) COAC Presentation** CDR Janet Hayes, LCDR Kenneth Stearns, LCDR MacArthur Lucio & CDR Mike Henson
- IV. **Reports**
  - Executive Committee***
  - A. **Chair** CDR Trang Tran

Good morning, good afternoon everyone! Hope your New Year has been going well and productive. As our country is still fighting with the COVID-19 pandemic, many of our APAOC officers have been deployed including myself. I am honored to serve with LCDR Ruby Leong, LCDR Sally Doan, and other APAOC officers on my current deployment with the FDA to support the COVID-19 vaccination taskforce. For other deployed and to-be deployed officers, please have a safe deployment. Special thanks to those VMs and alternates who are covering for APAOC activities to continue supporting the mission. If you need any additional support, please do not hesitate to reach out to LCDR Ruby Leong and me.

Since the last general meeting, APAOC has had quite a few activities going on. All Executive Committee (EC) members, Subcommittees (SCs), and Workgroups (WGs) have established the initial strategic plans for the new operational year. Many thanks to CDR Simleen Kaur for organizing all the 1:1 meetings, which were very helpful for LCDR Ruby Leong and me to engage with different SCs and WGs.

I hope everyone had a great Lunar NY celebration. In celebrating this special occasion, the Public Relations SC successfully hosted the first virtual social event of the year on February 19 and we had 32 officers joining us. I really enjoyed the fun Lunar New Year Trivia and "Guess Who" games and the Public Relations SC will have a special announcement for the winners later on. Many thanks to LCDR Rebecca Wong, CDR Michelle Tsai who are the chairs of the Public Relations SC and their alternates, CDR Shannon Beyale and LCDR Martin Yoon for their contributions and those of you who were able to attend to make the event a great success.

LCDR Ruby Leong and I have also developed the draft 3-year strategic goals for APAOC. This will enable APAOC to implement long-term initiatives and have consistent goals to move forward over a longer period of time. The document is currently pending with the EC members for their review until the end of March and will be shared with the SCs and WGs afterwards.

As you all know, May is the AAPI Heritage Celebration month. There are a few groups reaching out to us for collaboration opportunities to highlight APAOC and our officers, which will be a great opportunity for us to promote APAOC. LCDR Ruby Leong and I will be working with the Public Relations and Nomination & Membership SCs to brainstorm ideas. Please stay tuned.

The Education and Training SC has formed a planning committee for the Leadership Summit, which is scheduled for October 22, 2021. This year, we will hold the summit in a hybrid format to accommodate both in-person and virtual audience. The tentative theme for the summit is "Building resilient leadership during the time of crisis". The planning committee is working on identifying speakers and other logistics. Please stay tuned for more updates in the near future.

Earlier this month, LCDR Ruby Leong and I had the opportunity to meet and greet with Dr. Roula Sweis who is the Senior Advisor to OSG/CCHQ. She will serve as the point of contact between OSG and all charter groups. OSG's goal is to leverage charter groups in the best way possible in advancing the Corps and the SG's priorities as a unified voice. She is excited to learn about different charter groups and help with process improvements. She is looking into clearance process for newsletters, awards, outreach activities, OSG speaker requests, and IT updates for us. She'll be setting up cross-group meetings on a regular basis to make sure that all charter groups are aligned.

### **Reminders:**

-Call for APAOC Honor Award Nominations – Deadline Extension

The Awards and Recognition SC has extended the deadline for the call for APAOC Honor Award nominations from March 12 to March 21. We have three APAOC honor awards available: RADM Samuel Lin Award, RADM Kenneth Moritsugu Award, and CAPT Allan Lock Award. The award recipients will be recognized at the MOLC Virtual Award Ceremony and the APAOC annual leadership summit. Please refer to the biweekly announcements for more details and consider nominating well-deserved APAOC officers.

-COVID-19 Vaccination:

CCHQ has strongly encouraged all USPHS officers to complete a full COVID-19 vaccine series as soon as it is made available. All Public Health Service officers are considered to be in Phase 1b priority. To help make this process easier, a COVID-19 vaccination informational memo [from the Acting Surgeon General] is available in the [Officer Secure Area](#) under the Commissioned Corps Modernization tab as proof that you can share with your Military Treatment Facilities (MTFs) and your local health departments.

The Department of Defense's (DoD) Defense Health Agency (DHA) has also issued a signed memo to support Public Health Service officers in getting quickly vaccinated by way of MTFs or other DoD vaccination sites.

Public Health Service officers can locate the signed DoD memo within the [Officer Secure Area](#) behind the Commissioned Corps Modernization tab, under Presentations and Resources.

While encouraged to receive a COVID-19 vaccine at an MTF or other DoD vaccination site, Public Health Service officers may utilize non-DoD vaccination programs such as civilian state, county and local programs to support the DHA objective of increased access to authorized vaccinations for all eligible members of the uniformed services. **Remember, if you are trying to obtain vaccination at an MTF, you must be in uniform with a valid identification card.**

-Upcoming deadlines:

- **March 31, 2021**
  - Annual Physical Fitness Test (APFT)
  - 2020 practice hours
    - All Corps officers who are in clinical deployment roles or applying for Health Professional Special Pay (Incentive Pay (IP) and/or Retention Bonus (RB)) must obtain 80 practice hours annually

- Periodic Health Update (PHU) for officers born in January
  - 2020 PHUs are no longer required
  - 2021 PHU requirements resumed this January
- **June 30, 2021**
  - Basic Life Support (BLS)

**B. Chair-Elect**

LCDR Ruby Leong

I'd like to wish those who are currently deployed for the COVID-19 response or will be deployed a safe deployment. I have been deployed since February to the FDA Covid Vaccination Clinic and I'm grateful for the opportunity to serve alongside with CDR Tran, LCDR Doan, and other APAOC officers. We'll have pictures and a newsletter article about the FDA COVID-19 Vaccine Clinic to share in the future.

As CDR Tran reported, APAOC has many activities in the pipeline and we would love to have members across the country get involved. Thank you so much to the APAOC officers who have volunteered for the various subcommittees and workgroups. For APAOC VMs, thank you for your great work thus far. Feel free to reach out to CDR Tran and me any time if you need additional support or guidance.

Please continue to stay safe and healthy during the pandemic as we start to see the light at the end of this tunnel.

**C. Executive Secretary**

LCDR Sally Doan

1. Reminder that VM reports are due one week prior to general meetings.
2. The draft meeting minutes will be sent to all VMs for final revisions, then sent to the listserv and uploaded to max.gov.
3. Next APAOC General Meeting is scheduled on May 19, 2021, @ 1200-1300 EST
4. Please feel free to share any recommendations on guest speakers and/or on how the meetings can be improved.

**D. Corresponding Secretary**

LT Huan Tran

To connect with APAOC and receive announcements: [Click here to join Our Listserv](#). Please share this link with your colleagues who may be interested.

To request your announcement to be included in the APAOC bi-weekly email, please follow the attached Instructions for APAOC Announcement Request, and forward your request to LT Huan Tran (Huan.Tran@fda.hhs.gov) & LT Miaka Huynh (Miaka.Huynh@ihs.gov)

Please feel free to share any comments/suggestions with LT Tran and LT Huynh on how the announcements can be improved.

**E. Treasurer**

CDR Yoon Kong

No update

**F. MOLC Representatives**

CAPT Teresa Ramson, CDR Honeylit Cueco

- Completed three PACE lesson plans: Chronic Disease Prevention, Health Promotion Through Nutrition, and Preventing Sexually Transmitted Infections.
- At the request of APAOC Award Subcommittee, we submitted a request for clarification on the CMAG award submission process to MOLC leadership and we are waiting for MOLC leadership to provide more information.
- Completed the review of APAOC's SOP for MOLC Liaison.
- MOLC submitted the UC nomination for the APAOC Social Media Workgroup.

- Met with MOLC Leadership regarding implementation of a Virtual MOLC Awards Ceremony, the event is most likely slated for late August. Plans are currently under development. MOLC Vice Chairs and our alternates will be meeting every two weeks to plan this event. Please stay tuned for more information.

#### **G. Leadership & Strategic Planning**

CDR Simleen Kaur

APAOC Leadership and Strategic Planning Chair has finalized beginning of the year strategic plans for executive leadership, all subcommittees and workgroups for operational year 2021. We will reach out to all Voting Members to provide quarter 1 updates in the beginning of April. In addition, the Leadership and Strategic Planning Chair is working with APAOC leadership as well as the Education and Training subcommittee in organizing the Annual Leadership Summit slated for October 22, 2021.

#### **Standing Subcommittees**

#### **H. Awards and Recognition**

LCDR Chaolong Qi, CDR Denise Morrison

1. The APAOC Award nomination was announced on 02/04/2021, with an original submission deadline, of 03/12/2021. The Awards SC disseminated the announcement to all 11 PACs, JOAG, and 22 agency liaisons.
2. Despite the dissemination effort, the number of nominations received were fewer than the previous years. As a result, the submission deadline was extended to 03/21/2021. We will continue to encourage all APAOC members to consider these award opportunities for themselves, fellow APAOC officers, and civilian colleagues, if eligible; however, self-nominations will not be accepted. Interested individuals can feel free to work with fellow APAOC officers, or civilian colleagues for final submission of their nomination packet.
3. We would like to thank the nominators for taking time in submitting the nomination packets to the Award SC. Each nominator with a complete and accepted nomination packet will receive a letter of appreciation from the Awards SC after the APAOC Awards process concludes.
4. Shortly after the nomination deadline, the Awards SC will send out voting instructions to all the voting members, via email correspondence. We plan to have a 4-weeks voting period, taking into consideration ongoing deployments; however, we certainly encourage all voting members to vote early, if possible.
5. We completed the revision of our SOP for 2021 and submitted it before the requested deadline.
6. We developed a Frequently Asked Questions document on PHS Honor Award Nomination. The document received the approval from CDR Trang Tran, and we have disseminated it to all the voting members. We will disseminate it to all the APAOC members through our listserv shortly.

Please feel free to reach out to the Awards SC, if you have questions related to the voting instructions and procedures.

#### **I. Career Development/Advancement**

LCDR Kelly Leong, CDR Hong Vu

- The subcommittee has received 31 interested mentors and mentees to be matched for the APAOC mentoring program. The matching process will begin soon and aim to have matched mentor/mentee by mid-April.
- The subcommittee has received a list of 10 officers who are interested to support our subcommittee. We will be reaching out to them in the next 2 weeks.

#### **J. Charter & Bylaws**

CDR Minglei Cui, CDR Lisa Lee

The Charter and Bylaws Subcommittee would like to thank everyone who has sent in their SOP revisions, which was due on Sunday, March 14th, 2021. We will work with those officers who may be deployed to determine a revised timeline as needed. The SOPs drafts are accessible in Max.gov using directions below. Please use the track changes function in Microsoft Word when editing. The next round of revisions will be assigned to the subcommittee and volunteers. We are on track to complete our revisions by mid-April. We would also like to remind VMs that the revision of Bylaws is due on April 15.

Please see directions below to save in Max.gov, or simply email it back to Minglei Cui ([minglei.cui@fda.hhs.gov](mailto:minglei.cui@fda.hhs.gov)) and CDR Lisa Lee ([Lisa.S.Lee@ice.dhs.gov](mailto:Lisa.S.Lee@ice.dhs.gov)).

Max.gov Directions:

1. Please access Max.gov <https://portal.max.gov/portal/home>, search for the “APAOC Charter and Bylaws Subcommittee” page
2. Find your SOP draft under the “2021 SOP Drafts” folder
3. Save the edited version under the “2021 SOP Drafts” folder, using the current file name “APAOC\_SOP\_[add title]\_2021 draft.doc”

**K. Communications**

CDR Kent Bui

I want to thank CDR Lisa Lee for the great work and willingness to cover me during my COVID-19 deployment. Also, I want to thank APAOC leadership for my coverage coordination.

The Communications Subcommittee continues working to update the APAOC website to ensure that it is professional, its content is useful, and the posted information is up-to-date. We recommend all Voting Members to review the current APAOC website, <https://dcp.psc.gov/OSG/apaoc/> and make necessary updates, including subcommittee's/workgroup's goals, mission, contact information (Chair/Co-Chair/Alternates). Even if your page is up-to-date and requires no modification, we appreciate it if you could send us an email for accountability. We want to thank everyone for your support, especially those who already provided their updates. Please note major changes or special requests may require approval by the APAOC Chair.

If you have any questions, please let me know. Thanks again for your support.

**L. Education & Training**

CDR Ruiqing Pamboukian, CDR Quynh-Van Tran

The Education and Training Subcommittee successfully coordinated and hosted the 1st APAOC training session on Wednesday, March 10, 2021, @ 1200–1300 EST. The presentation entitled “[COVID-19 Vaccine Development](#)” by Dr. Sudhakar Agnihothram was well received with 45 attendees. Attached please find the presentation file.

The next APAOC training session will focus on “Building Resilience: Behavioral Health Strategies for COVID-19 Pandemic and Beyond.” It is scheduled for Wednesday, April 21, 2021 @1200-1300. We will send out the announcement soon.

**M. Nominations & Membership**

LCDR Yee Vang, LCDR Ji Hyun LaRose

1. Organization Chart for 2021 APOAC Voting Members is now available on APAOC Nomination & Member Website.
2. SOP is currently being finalized for the operational year. Of note, we are updating the Voting Member application templates, and the FAQs to provide general members information regarding Voting Membership, duties, and responsibilities.
3. We will be sending out solicitations for voting membership around May-June, and we are also planning a Brownbag session for the general members around June to provide an overview of APAOC Voting Member duties/responsibilities, for those interested in applying for Voting Membership.
4. We have not received any update requests to the Masterfile since our last meeting, but please advise if any changes are needed.
5. We will be soliciting nominations for the Senior Advisor Position which will begin around May-June of this year. Again, the eligibility criteria: Active duty PHS officer ranked O-5 and above or a retired PHS officer at O-5 and above at time of retirement.

**N. Publications**

LT Willian Chang, LT Sophie Soo, CDR Harold Sano

1. Reviewing articles for first newsletter to submit draft for review by mid-March
2. Updating Publications SOPs
3. Held first publications workgroup meeting
4. Calling for articles for next newsletter

**O. Public Relations**

LCDR Rebecca Wong, CDR Michelle Tsai

1. Planned and hosted the Virtual Social for Lunar New Year on 19 FEB 2021, with 32 officers participated in the event. The winners of the 2021 APAOC Lunar New Year Virtual Social were CDR Hai Lien Phung (1st Place), CDR Chalong Qi (2nd Place), and LCDR Sophia Park (3rd Place). Well done CDR Phung, CDR Qi, and LCDR Park!
2. Submitted an article on the Virtual Lunar New Year Social for APAOC newsletter
3. Reviewing and revising the Public Relations SOP
4. Coordinating with APAOC leadership for the celebration of the AAPI Month in May

**P. Recruitment & Retention**

LCDR Jen Eng, LT Jason Tu

1. Finalized R&R strategic plan
2. Finalizing R&R SOP
3. Will participate in March OBC Open House to recruit more APAOC members

**Workgroups**

**Q. Social Media**

LCDR Theresa Castellanos, LCDR Kathleen Tisdale

1. The APAOC Social Media workgroup has 19 members and are always looking to recruit more help. If you enjoy using Facebook or Instagram platforms, join our team! Contact LCDR Theresa Castellanos [tcastellanos@scf.cc](mailto:tcastellanos@scf.cc) and LCDR Kathleen Tisdale [yai3@cdc.gov](mailto:yai3@cdc.gov) to express interest.
2. The SMWG is currently working on multiple 2021 Strategic Plan goals.
  - a. Specifically, **Goal# 3**, "Content for the main USPHS Social Media Platform." Draft content and proposed STATS have been developed to be reviewed by APAOC Leadership.
  - b. Specifically, **Goal# 5**, "SMWG SOP Revisions."
  - c. Specifically, **Goal#2**, "APAOC Virtual 5K Event." Draft flyer being developed and list of specific PHS organization to work with in order to gain a strong number in participation for the event.
3. **Facebook Metrics** = 549 followers as of 03/9/21, ↑542 since 1/28/21; 525 total page likes as of 03/9/21, ↑519 since 1/28/21. 15 total posts from 1/28/21 to 03/9/21.
  - a. Top Posts w/ Engagement Data:
    - i. APAOC Officers at work for COVID-19 Response posted 01/25/2021, 182 reached, 60 engagements (27 likes, 33 post clicks (15 photo views, 0 link clicks, 18 other clicks),
    - ii. National Children's Dental Health Month, posted 02/22/2021, 466 reached, 13 engagements (8 likes, 6 shares, 5 post clicks (3 photo views, 2 link clicks),
    - iii. (HHS) Office of Minority Health (OMH) is hosting the COVID-19 Learning Community Kickoff Event, posted 03/03/2021, 747 reached, 24 engagements (12 likes, 8 shares, 8 post clicks, 7 other clicks)

**R. Community Engagement**

LCDR Kinbo Lee, CDR Mona Patel

**PACE-Sponsored COVID-19 Community Engagement Event**

Have you become PACE-certified to provide COVID-19 educational outreach? Please contact LCDR Kinbo Lee and CDR Mona Patel for assistance in planning a community engagement event.

Points of Contact: APAOC – LCDR Kinbo Lee ([kinbo.lee@fda.hhs.gov](mailto:kinbo.lee@fda.hhs.gov)) or CDR Mona Patel ([mona.patel@fda.hhs.gov](mailto:mona.patel@fda.hhs.gov))

**Liaisons**

**S. RDB**

CDR Christopher Lim, CAPT David Lau

1. During the ongoing COVID-19 public health emergency, Commissioned Corps leadership granted an extension for specific basic readiness requirements, to include Basic Life Support (BLS) training.



Commissioned Corps Headquarters (CCHQ) is granting one final extension only for the BLS readiness requirement through **1 June 2021**. Thus, all officers must complete an approved BLS recertification course with documentation submitted to CCHQ via eDOC-U by 30 June 2021 and before the 1 July 2021 readiness check.

2. All Public Health Service officers are considered to be in Phase 1b priority in the DoD Population Schema. To help make this process easier, a COVID-19 vaccination informational memo [from the Acting Surgeon General] is available in the [Officer Secure Area](#) under the Commissioned Corps Modernization tab as proof that you can share with your MTF and your local health departments.
3. USPHS officers have been automatically enrolled into the Transportation Security Administration (TSA) PreCheck® program effective February 2021. Additional info below:

**How do officers verify they've been enrolled in TSA Precheck? If an officer does not have it now, do they need to apply? If so, what would be the process for PHS officers? I tried to look for information online at the TSA site but didn't find anything that specifically addresses the PHS. Do I just need to show my ID card?**

*If officers need assistance or have a question about their TSA PreCheck® status prior to travel, please call the TSA Contact Center at [\(866\) 289-9673](tel:866-289-9673). When the officer calls the TSA Call Center, they should identify themselves as a USPHS uniformed service member.*

*For awareness: TSA has some new staff learning about these enrollments, some please be patient in your interactions. That said, CCHQ has verified that Public Health Service officers are enrolled. Please note that your KTN is your DoD ID number on the back of your CAC card. Lastly, officers are automatically enrolled into TSA Precheck, there is no need to manually enroll.*

**I called both TSA and CBP Global Entry (I am member of CBP Sentri Global Entry) and they do not have a record of enrollment for me under USPHS. So, what information was submitted to get TSA PreCheck? Did TSA provide any preliminary file numbers for CC Officers? (i.e. did they get a list of all our DOD ID numbers from our CAC cards?)**

*As mentioned above, PHS officers have been enrolled. Please note: officers are only automatically enrolled in TSA Precheck, **not Global Entry**. The TSA Contact Center at [\(866\) 289-9673](tel:866-289-9673) is the contact for officers with inquiries.*

**How soon can we begin using this benefit?**

*It is effective immediately.*

4. **Reminder:** PHU requirements will resume in 2021 starting with officers whose birth month is January. All officers will be required to complete and submit a PHU in their 2021 birth month period (from the first day of the month prior to their birth month until the last day of the month after their birth month). The only exception in 2021, will be officers with a January birth month. They may submit their PHUs as early as December 2020 but have until March 31, 2021 to formally submit. Lastly, some officers who entered the USPHS Commissioned Corps in 2020 may not be required to submit a PHU until 2022. Medical Affairs Branch (MAB) has already directly contacted those individuals.
5. COVID-19 Pre-Deployment Vaccine training extended completion date for all training is March 31, 2021.

A new course has been added to the training series for vaccination:

- Janssen COVID-19 Vaccine (Johnson & Johnson): What Healthcare Professionals Need to Know
- [Course - CDC TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- The course is added to the COVID-19 Vaccination Training Programs for Healthcare Professionals within CDC TRAIN
- The course is required for officers in the vaccination role
- The training completion date is extended to March 31, 2021

Any officer that is currently deployed through the Readiness and Deployment branch must complete the courses within 30 days of return to permanent duty from deployment. The vaccinator role includes the following:

- Physicians
- Nurses
- Nurse Practitioners
- Pharmacists
- Physician Assistants
- Dentists
- Dental Hygienists
- Veterinarians
- Podiatrists
- Optometrists
- Therapists

**All training must be completed by March 31, 2021.**

6. In addition to COVID-19 related deployments, we are also in deploying of the Unaccompanied Children mission at the Southern Border.
7. Just a reminder to apply for the following DoD training:

**Leadership, Education, Analysis, Development, Sustainment (LEADS)/Joint Medical Executive Skills Institute (JMESI) Capstone Course:**

The Capstone Course is designed to be a pinnacle event for recently assigned senior military treatment facility commanders, lead agents, and senior medical professional officers in key staff positions who will benefit from exposure to and familiarity with entities that shape the military health system. This is a highly competitive course with limited slots each session.

Proposed Schedule: July 12 – 16, 2021  
November 15 – 19, 2021  
Course Length: 1 Week  
Officers per Date: 1  
Ranks Eligible: CAPT  
Selecting Official: CCHQ Director

**Interagency Institute (IAI) for Federal Health Care Executives:**

The IAI for Federal Health Leaders serves to provide an opportunity for the seasoned, practicing federal health professional to examine some of the current issues in health care policy and management and to explore their potential impact on the federal health care system.

Proposed Schedule: May 3 – 7, 2021  
Fall Session TBD  
Course Length: 1 to 2 Weeks  
Officers per Date: 4  
Ranks Eligible: CDR-CAPT  
Selecting Official: CCHQ Director

**Command and General Staff Officer Course (CGSOC):**

The CGSOC is one of the oldest and largest military leadership courses for senior O-3s and junior O-4s to assist in transitioning officers from a tactical-level focus to an operational-level perspective. The goal of the CGSOC is to “educate and train field grade leaders to serve as staff officers and commanders with the ability to build teams, lead organizations and integrate Unified Land Operations with Joint, Interagency, Intergovernmental, and Multinational partners in complex and uncertain environments.”



Proposed Schedule: May 6 – August 20, 2021  
July 7 – October 21, 2021  
August 30 – December 17, 2021  
Program Length: 14 Weeks  
Officers per Date: Not to exceed 5  
Ranks Eligible: LT-LCDR  
Selecting Official: CCHQ Director

**T. AMSUS**

LT Shanly Chen

- The AMSUS planning committee hasn't started yet, however I'll update the group whenever we have our first meeting. In the meantime, I just want to encourage everyone to join AMSUS, if you are a member, they offer various webinars that you can earn CE credits on for free. They also offer other webinars that doesn't earn CE credit but provide an interesting perspective on military medicine. For example, on May 17 12-1pm EST there is a webinar on [Improving Cancer Screening Efficiency: Advances in Blood-based Multi-cancer Early Detection](#) in the VA by using of next generation minimally-invasive blood-based assays that can detect and localize multiple cancers at once.
- Per AMSUS Leadership, the call for abstracts will open by 1 May – a little delayed with the shift of meeting dates to February 2022.

**V. Questions/Suggestions/Concerns**

All

**VI. APAOC Chair's Closing Remarks**

CDR Trang Tran

Thank you everyone for attending today's meeting. Our next meeting will be on Wednesday, May 19, 2021 and we'll have a special program to celebrate AAPI Heritage month. Thank you and have a wonderful afternoon.

**APPENDIX A  
Attendance (Voting Members and Alternates)**

<b>Executive Committee</b>	<b>Voting Members (VMs)</b>	<b>Attendance<sup>1</sup></b>	<b>Alternate<sup>2</sup></b>	<b>Attendance<sup>1</sup></b>
Chair	CDR Trang Tran	P	LCDR Sophia Park	P
Chair-Elect	LCDR Ruby Leong	P	LT Vicky Hsu	
Executive Secretary	LCDR Sally Doan	P	LCDR Cindy Chee	P
Corresponding Secretary	LT Huan Tran	P	LT Miaka Huynh	
Treasurer	CDR Yoon Kong	E	CAPT Curi Kim	P
MOLC Representatives	CAPT Teresa Ramson	P	LCDR Aman Sarai	
	CDR Honeylit Cueco	P	LT Micky Ha	P
Leadership & Strategic Planning	CDR Simleen Kaur	P	LCDR Stephanie Chiang	P
<b>Standing Subcommittees</b>				
Awards & Recognition	Chair: LCDR Chaolong Qi	P	LT Daan Chen	
	Co-Chair: CDR Denise Morrison	P	LCDR Jun H. Lee	
Career Development/ Advancement	Chair: LCDR Kelly Leong	P	LT Shanly Chen	P
	Co-Chair: CDR Hong Vu	P	LCDR Jung Lee	
Charter & Bylaws	Chair: CDR Minglei Cui	P	LCDR Crystal Lui Madrigal	P
	Co-Chair: CDR Lisa Lee	P	LT Jueichuan (Connie) Kang	P
Communications	Chair: CDR Kent Bui	P	LCDR Yen Anh Bui	
Education & Training	Chair: CDR Ruiqing Pamboukian	P	LT Xia Michelle Lin	P
	Co-Chair: CDR Quynh-Van Tran	P	LCDR Doan N. Singh	P
Nominations & Membership	Chair: LCDR Yee Vang	P	LT Melaku Woldeamanual	P
	Co-Chair: LCDR Ji Hyun LaRose	P	LCDR Susan Rhee	P
Publications	Chair: LT William Chang	P	LT Morgan Lee	P
	Co-Chair: LT Sophie Soo	P	LT Adena Yau	P
	Co-Chair: CDR Harold Sano	P	CDR Su-Lin Sun	
Public Relations	Chair: LCDR Rebecca Wong	E	CDR Shannon Beyale	P
	Co-Chair: CDR Michelle Tsai	P	LCDR Martin Yoon	P
Recruitment & Retention	Chair: LCDR Jen Eng	P	LCDR Daniel Lee	
	Co-Chair: LT Jason Tu	P	LT Yen Phan	
<b>Work Groups</b>				
Community Engagement <sup>2</sup>	Chair: LCDR Kinbo Lee	P	LT Sylvia Park	
	Co-Chair: CDR Mona Patel	E	LT Truong-Vinh Phung	P
Social Media	Chair: LCDR Theresa Castellanos	P	LT Tiffany Ma	
	Co-Chair: LCDR Kathleen Tisdale	P	CDR Hai Lien Phung	P
<b>Liaisons</b>				
RDB <sup>2</sup>	Chair: CDR Christopher Lim	E		
	Co-Chair: CAPT David Lau	P		
AMSUS	LT Shanly Chen	P		
<b>APAOC Senior Advisor</b>	CAPT Maria Fields	A		

<sup>1</sup> P = Present; A = Absent; E = Absent/Excused

<sup>2</sup> Non-Voting Members

**APPENDIX B**

**Attendance (General Members)<sup>1</sup>**

<b>Rank</b>	<b>Name</b>	<b>Agency</b>
CDR	Alan Ou	CDC
CDR	Janet Hayes	IHS
LT	Bijay Tamang	IHS
CDR	Song Lavalais	FDA
CDR	Binh Nguyen	FDA
CDR	Vandna Kishore	FDA
LT	Melody Sun	IHS
LCDR	Thuy Nguyen	FDA
CDR	Michael Saulibio	ICE
CAPT	Ruby Lerner	FDA
CAPT	Diem-Kieu Ngo	FDA
LCDR	Jennifer Weekes	HRSA
LT	Kerui Xu	CDC
LCDR	Jeannie Hong	IHS
CDR	Johannes Hutaaruk	CMS
	Steven Yang <sup>2</sup>	FDA
	Theresa Yu <sup>2</sup>	NIH
	MacArthur Lucio <sup>2</sup>	IHS
	Dien Nguyen <sup>2</sup>	FDA
	Dianca Finch <sup>2</sup>	NIH
	Santhana Webb <sup>2</sup>	NIH
	Jun Chu <sup>2</sup>	NIH
	Marcus Yambo <sup>2</sup>	FDA

<sup>1</sup> Officers who submitted the [APAOC Roll Call Form](#), notified the Executive Secretary/Alternate during the meeting, or attended the WebEx meeting

<sup>2</sup> Unable to verify rank and/or Agency name

**REMINDERS:**

- All Attendees (VMs/Alternates/General Members):** Please **report your attendance electronically** via the [APAOC Roll Call Form link](#) during the meeting. It takes less than a minute to complete the task.

If unable to access the form, please send an email to LCDR Sally Doan at [Sally.Doan@fda.hhs.gov](mailto:Sally.Doan@fda.hhs.gov) and copy LCDR Cindy Chee at [Cindy.Chee@fda.hhs.gov](mailto:Cindy.Chee@fda.hhs.gov) during the meeting with the following information: name, agency, category, and rank.

- VMs/Alternates:** Please **submit your report** via the [APAOC Roll Call Form link](#) upon signing in.

**NEXT APAOC GENERAL MEMBERS MEETING:  
WEDNESDAY, MAY 19, 2021, @ 1200-1300 EST**