

## **APAOC Voting Membership Frequently Asked Questions 2020**

### **How does an APAOC voting member differ from a general member?**

While we welcome all officers to participate in APAOC activities as a general member, APAOC Voting Members serve in APAOC leadership roles and are appointed by the Office of the Surgeon General for a 3-year term. Officers must go through a formal application process to become a Voting Member.

Voting members are expected to commit a significant time commitment over the course of the three years.

### **Why should I apply to become a voting member?**

Voting membership offers an excellent leadership opportunity for officers. You should apply to become an APAOC voting member if you want to help shape the future of the Commissioned Corps and are committed to improving the professional development of Asian Pacific American officers and providing feedback to the Office of the Surgeon General on those issues affecting Asian Pacific American officers and communities. Members who successfully complete their term (with conditions) will be qualified for a Special Assignment Award and may be nominated for individual or unit awards.

### **What tasks are required of a voting member?**

Eight of the 30 voting members serve on the APAOC Executive Committee (selected after voting members have been selected for the year). The remaining 22 members typically serve as chairs or co-chairs of APAOC's subcommittees or workgroups. In addition, voting members select incoming voting members, assist with award nominations, make presentations at the Officer Basic Course (OBC) and other venues such as community events, and perform other duties as requested by the Office of the Surgeon General and the APAOC Chairperson.

### **What are the responsibilities of a subcommittee or workgroup chair?**

There are currently nine APAOC subcommittees and two workgroups that are each chaired or co-chaired by voting members. Subcommittee and workgroup chairs are responsible for calling and running subcommittee/workgroup meetings, making decisions about the activities of their respective subcommittee/workgroup, and overseeing all the work that is done by members of their subcommittee/workgroup. For information about the responsibilities held by the chair of a particular subcommittee/workgroup, contact the current chair directly. A listing of the Executive Committee, subcommittees/workgroups, and the respective chairs is in Appendix 1 of this document.

### **How long is the voting member term?**

Voting members serve three-year terms. The term begins January 1<sup>st</sup> of the nomination year and ends December 31<sup>st</sup>, three years thereafter. Please take the length of service into consideration when applying for voting membership.

### **How many voting members are there each year?**

There are 30 voting members. Since each voting member serves a three-year term, the number of positions that are up for election each year varies depending on the number of voting member seats that will be vacated.

### **Approximately how much of my time will it take to perform the duties of a voting member?**

Current voting members have stated that they spend about three to five hours per week on activities associated with APAOC.

### **How often do voting members attend meetings?**

Voting members are expected to attend all voting member meetings and general member meetings. General member meetings are held every other month, and voting members are scheduled as needed, up to 4 times a year. Voting members are highly encouraged to attend APAOC Education and Training sessions, but they are not required.

Additionally, a voting member serving as Chair/Co-chair of a subcommittee/workgroup will also lead their respective subcommittee/workgroup meetings. Voting members who serve as Minority Officers Liaison Committee (MOLC) Representatives also attend the MOLC meetings. Voting members who serve on the Executive Committee (EC) attend additional EC meetings. As officers are stationed in many locations, all meetings are held via teleconference.

### **Who can apply for voting membership?**

Any USPHS Commissioned Corps or Civil Servant personnel can apply for voting membership.

### **Are any activities required before applying to become a voting member?**

Voting members must be qualified as basic readiness status in the past 12 months, and during the 3-year term with no reprimand. Although prior experience in APAOC is not required to apply for voting membership, prior contributions to APAOC and to the Corps are considered in the selection process.

## **I have never been involved with APAOC. Should I apply to become a voting member?**

While we strongly encourage general members who have been involved with APAOC activities to apply, it is not a requirement. If you are ready for the challenge, you are welcomed to apply as other PHS activities are also considered in the selection process.

## **How do I apply to become a voting member?**

The instructions for voting membership nominations are attached to the APAOC listserv call for nominations. Submit your completed nomination package as one Adobe PDF file to the Nomination and Membership Subcommittee Co-Chairs, CAPT Khang Ngo at [kngo@hrsa.gov](mailto:kngo@hrsa.gov) and LCDR Jaspreet Gill at [jaspreet.gill@usda.gov](mailto:jaspreet.gill@usda.gov) by **Wednesday, May 15, 2020**. Nominations not submitted as one PDF file by the deadline will not be accepted.

## **How are voting members selected?**

Once applications are collected, information submitted in the applications is verified by the Nomination and Membership Subcommittee. Applications are then reviewed and scored by the current APAOC voting members. Scores are tallied by the Nomination and Membership Subcommittee and the applicants with the highest scores will be selected. Professional, organizational, and geographic diversity of the applicant pool will also be taken into consideration during the selection process.

**APPENDIX 1: 2020 APAOC Leadership**

<b>Executive Committee</b>	<b>Voting Member</b>	<b>EMAIL</b>
Chair	LCDR Kelly Leong	<a href="mailto:Kelly.M.Leong@ice.dhs.gov">Kelly.M.Leong@ice.dhs.gov</a>
Chair-Elect	CDR Trang Tran	<a href="mailto:Trang.Tran@fda.hhs.gov">Trang.Tran@fda.hhs.gov</a>
Executive Secretary	LT Ruby Leong	<a href="mailto:Ruby.Leong@fda.hhs.gov">Ruby.Leong@fda.hhs.gov</a>
Corresponding Secretary	LCDR Kent Bui	<a href="mailto:Kent.Bui@fda.hhs.gov">Kent.Bui@fda.hhs.gov</a>
Treasurer	LCDR Yee Vang	<a href="mailto:YVang@bop.gov">YVang@bop.gov</a>
MOLC Representatives	CDR Dipti Kalra CDR Teresa Ramson	<a href="mailto:Dipti.Kalra@fda.hhs.gov">Dipti.Kalra@fda.hhs.gov</a> <a href="mailto:Teresa.Ramson@fda.hhs.gov">Teresa.Ramson@fda.hhs.gov</a>
Leadership & Strategic Planning	CDR Michelle Tsai	<a href="mailto:Michelle.N.Tsai.mil@mail.mil">Michelle.N.Tsai.mil@mail.mil</a>
<b>Standing Subcommittees</b>		
Awards and Recognition	LT Chaolong Qi CDR Tina Nhu	<a href="mailto:hif1@cdc.gov">hif1@cdc.gov</a> <a href="mailto:Tina.Nhu@fda.hhs.gov">Tina.Nhu@fda.hhs.gov</a>
Career Development/Advancement	CDR Caroline Le CAPT Janice Maniwang	<a href="mailto:Caroline.Le@fda.hhs.gov">Caroline.Le@fda.hhs.gov</a> <a href="mailto:janice.maniwang@fda.hhs.gov">janice.maniwang@fda.hhs.gov</a>
Charter & Bylaws	LCDR Mandy Kwong CDR Minglei Cui	<a href="mailto:Mandy.Kwong@fda.hhs.gov">Mandy.Kwong@fda.hhs.gov</a> <a href="mailto:Minglei.Cui@fda.hhs.gov">Minglei.Cui@fda.hhs.gov</a>
Communications	CDR Yoon Kong	<a href="mailto:Yoon.Kong@fda.hhs.gov">Yoon.Kong@fda.hhs.gov</a>
Education and Training	CDR Ruiqing Pamboukian CAPT Ruby Lerner	<a href="mailto:Ruiqing.Pamboukian@fda.hhs.gov">Ruiqing.Pamboukian@fda.hhs.gov</a> <a href="mailto:Ruby.Lerner@fda.hhs.gov">Ruby.Lerner@fda.hhs.gov</a>
Nomination & Membership	CAPT Khang Ngo LCDR Jaspreet Gill	<a href="mailto:KNgo@hrsa.gov">KNgo@hrsa.gov</a> <a href="mailto:Jaspreet.Gill@usda.gov">Jaspreet.Gill@usda.gov</a>
Public Relations	LCDR Rebecca Wong LCDR Kathleen Tisdale	<a href="mailto:Rebecca.Wong@fda.hhs.gov">Rebecca.Wong@fda.hhs.gov</a> <a href="mailto:yai3@cdc.gov">yai3@cdc.gov</a>
Recruitment & Retention	LCDR David Eng CDR Linhua Tzeng-Goh	<a href="mailto:David.Eng@fda.hhs.gov">David.Eng@fda.hhs.gov</a> <a href="mailto:Linhua.Tzeng@fda.hhs.gov">Linhua.Tzeng@fda.hhs.gov</a>
Publications	LT Huan Nhan Tran LT William Chang LCDR Catherine Arnatt	<a href="mailto:Huan.Tran@fda.hhs.gov">Huan.Tran@fda.hhs.gov</a> <a href="mailto:William.Chang1@fda.hhs.gov">William.Chang1@fda.hhs.gov</a> <a href="mailto:carnatt@southcentralfoundation.com">carnatt@southcentralfoundation.com</a>
<b>Workgroups</b>		
Social Media	CDR Jerry Zee LCDR Theresa Castellanos	<a href="mailto:Jerry.Zee@cms.hhs.gov">Jerry.Zee@cms.hhs.gov</a> <a href="mailto:TCastellanos@SouthcentralFoundation.com">TCastellanos@SouthcentralFoundation.com</a>
Community Engagement	CDR Ranjodh Gill LCDR Kinbo Lee	<a href="mailto:Ranjodh.Gill@nih.gov">Ranjodh.Gill@nih.gov</a> <a href="mailto:Kinbo.Lee@fda.hhs.gov">Kinbo.Lee@fda.hhs.gov</a>