



ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

APAOC



APAOC GENERAL MEMBERS MEETING MINUTES

Date & Time:	Thursday, January 21, 2021; 1200 – 1300 EST
WebEx:	https://fda1.webex.com/fda1/j.php?MTID=m54ce50060a4a2b54c28986b351c46cb8
Teleconference:	(Local) 210-795-0506 or (Toll Free) 877-465-7975
Meeting Number:	199 306 3444
Meeting Password:	APAOC2021gm1
Electronic Roll Call:	Link

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|-------------------------------------|-----------------|
| I. Call to Order | CDR Trang Tran |
| II. E-Roll Call Reminder | LCDR Sally Doan |
| III. Chair's Opening Remarks | CDR Trang Tran |

Good afternoon/good morning everyone! Welcome to the first APAOC General Meeting for 2021 and Happy New Year! My name is CDR Trang Tran and it is my great honor and privilege to serve as your APAOC Chair this year. Before we get started with the meeting, on behalf of the APAOC members, I'd like to take this opportunity to express my heartfelt gratitude to our past APAOC Chair, LCDR Kelly Leong, for her unwavering leadership, dedication, and service to APAOC during last year, the year with all the unprecedented challenges. In addition, I'd like to thank our outgoing Voting Members (VMs) for their tremendous service and contributions during their term of voting membership to help APAOC remain a strong voice within the USPHS Commissioned Corps and serve the professional needs of Asian Pacific American Officers and communities. As we enter into the new operational year, please join me in welcoming the incoming VMs who will be working alongside with me to continue building APAOC to be a strong organization to support our members, OSG's priorities, and communities. In the interest of time, we will not do the introductions during this meeting. However, you will have a chance to learn more about the 2021 voting members, our senior advisor and liaisons through the Spring newsletter. Please be on the lookout for that. There are 4 overarching goals that I would like to pursue for APAOC this year:

- Empower APAOC officers to become future leaders within the USPHS Commissioned Corps
- Promote collaborations within APAOC and with OSG Professional Advisory and Chartered Advisory Groups
- Provide more professional development opportunities for officers
- Enhance communications to provide helpful information and valuable resources in a timely manner

Before we get into the APAOC reports, I'd like to welcome our Senior Advisor, CAPT Maria Fields, who will discuss about her role for this year and share a few words of wisdom with us.

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|---------------------------------|-------------------|
| IV. APAOC Senior Advisor | CAPT Maria Fields |
|---------------------------------|-------------------|

Please see CAPT Fields' PowerPoint presentation.

V. Reports

Executive Committee

A. Chair

CDR Trang Tran

During the month of December, LCDR Kelly Leong, Ruby Leong and I had the opportunity to attend the transition meetings for the EC members, Subcommittees and Workgroups. Many thanks to the outgoing Chairs and Co-Chairs for making it a smooth transition for the incoming Chairs and Co-Chairs. We also had a great virtual leadership transition event on Friday, December 18, 2020. Special thanks to LCDR David Eng and CDR Linhua Tzeng-Goh for organizing and everyone who was able to attend to make the event a success. I'm hoping that we will be able to gather in person for the next leadership transition event at the end of this year.

As you may recall, APAOC issued a survey at the end of last year to solicit valuable input from our members. Special thanks to all the respondents who completed the survey. Your input is very helpful for APAOC leadership to understand how the organization can better serve our members and support the SG's priorities and take that into consideration as we plan for APAOC activities this year.

The first APAOC Executive Committee (EC) meeting was held on January 15, 2021, and we will be meeting on a quarterly basis during this year to discuss and solicit input from the EC members on important matters.

There are a few new initiatives in the making that I would like to share with you.

- We will be inviting speakers for the APAOC general meetings to share helpful information, resources, or advice with our members. CAPT Fields has served as our first speaker of the year and we'll have other speakers join us in the future meetings.
- Based on the survey results, there is an interest in having a long-term strategic plan for APAOC, which is also something that I think is important for an organization to have. This will enable APAOC to implement long-term initiatives and have a consistent plan to move forward over a longer period of time. Therefore, this year, I will work with the EC members and other VMs to start preparing the first 3-year strategic plan for APAOC.
- With the new direction from USPHS leadership, APAOC will be working with Prevention through Active Community Engagement (PACE) chartered advisory group to get more involved with community engagement activities this year. Based on the survey results, there are interests from our members to support the OSG's priorities related to COVID-19, opioids and addiction, maternal health, and hypertension. The Community Engagement Workgroup (CEWG) has taken this into consideration as they plan out activities for this year. There are currently COVID-19 community engagement officer training sessions being offered by PACE. I hope many of you have been able to sign up and will be able to obtain the certification after fulfilling all requirements for community outreach participation. The CEWG is also working on the mental health PACE lesson plan that hopefully can be issued within this year for our officers to use for community outreach. It's helpful to note that the new Surgeon General is also interested in mental health. We'll hear more from the CEWG on this.
- APAOC will continue to collaborate with other Chartered Minority Advisory Groups in supporting the OSG's priorities. I have reached out to the other CMAG Chairs and invited them to attend our future general meeting to share any opportunities for collaboration in this regard. I have received their full support.
- CAPT David Lau, our RDB liaison and also the Senior Advisor for AMSUS Executive Planning Committee, has strongly suggested for APAOC to consider having an AMSUS liaison given the attention that USPHS leadership has given to AMSUS. The AMSUS liaison can share with APAOC members helpful information about professional development and award opportunities that AMSUS has to offer. Last year, LT Shanly Chen served in this role unofficially so he has been asked to continue serving in this role for this year to see what the position will entail. He will start reporting out on AMSUS related information during APAOC General Meetings and we'll hear from him later during this meeting. Thank you, LT Chen, for your willingness to serve in this new role.

Reminders:

- We recently received the email from Commissioned Corps Headquarters (CCHQ) to strongly encourage all USPHS officers to complete a full COVID-19 vaccine series as soon as it is made available. Please consider obtaining the vaccine through the avenues that were shared in the email. For officers who are currently deployed, please reach out to the Readiness and Deployment Branch for guidance. Please remember to upload the documentation of your first and second dose in the medical section of eDOC-U under "Immunizations/Other" as soon as you receive each dose.
- There are also pending policy updates that have recently been signed by the Assistant Secretary for Health and the SG and are pending posting: Ready Reserve Management, Medical Accession Standards, Medical Readiness, Appointment Boards, General Appointment Standards, Category Specific Appointment Standards, Assignment Pay, Assignment Duty Pay, Assignment Pay Locations, Rates, and Agreements, Health Professions Special Pays, Special Pays, Health Professions Special Pay Submission, Effective Dates, and Rates, Computation of Retired Pay, Short Tours of Active Duty, Request for Personnel Action, Creditable Service for Retirement. CCHQ will communicate additional information regarding these policies in the near future.

Finally, I'd like to congratulate all officers who made the recent permanent promotion and best of luck to those of you who are submitting the promotion package this year. I hope the extended deadline was helpful to you.

B. Chair-Elect

LCDR Ruby Leong

Greetings APAOC officers, as Chair-Elect, I join CDR Tran in welcoming you to the 2021 operational year. First, I'd like to thank all our fellow officers for your dedication and your significant role in the pandemic response. I'm fascinated by the stories of all the great work that our APAOC officers have been accomplishing in the fight against COVID-19.

My goal as Chair-Elect is to support CDR Tran's vision for APAOC this year and work alongside the VMs to achieve these objectives. Our vision starts with developing you, as an individual officer, by providing mentorship, leadership, and training opportunities. With the right tools and training, we can collectively advance APAOC, perform as force multipliers for the OSG initiatives, and make a difference in our AAPI communities. I'd like to conclude by saying thank you for joining today and to encourage your continued participation in the planned 2021 activities and events that we hope would benefit you as valuable members of APAOC.

C. Executive Secretary

LCDR Sally Doan

1. All meeting invites have been sent out for the calendar year, which include the e-roll call link
2. Reminder that VM reports are due one week prior to general meetings
3. All meeting minutes will be sent to the listserv and uploaded to max.gov in a timely manner
4. Goal: to help facilitate the record-keeping process for agenda items, meeting minutes, attendance, and action items

D. Corresponding Secretary

LT Huan Tran

My goal for 2021 is to support and facilitate APAOC communication through timely notifications and announcements.

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

Currently, we have \$15,984.92 in our APAOC account.

F. MOLC Representatives CAPT Teresa Ramson, CDR Honeylit Cueco

For operation year (OY) 2021, APOAC will serve as MOLC's Vice Chair. CAPT Teresa Ramson, CDR Honeylit Cueco, our alternates (LCDR Aman Sarai, LT Mickey Ha), along with LCDR Ruby Leong attended a transition meeting with the previous MOLC Vice Chair.

The main goal and deliverables for MOLC Vice Chair include:

- Set up Booth for MOLC during the USPHS Symposium
- Organize MOLC Breakfast Awards Ceremony during the USPHS Symposium

The MOLC Breakfast Awards Ceremony typically include 150-200 attendees and MOLC Vice Chair would be responsible for planning the event such as organizing the agenda, securing leadership keynotes speakers, catering food, planning and securing entertainment for the event, and sending out leadership invitations. We received information that the live 2021 USPHS Symposium has been postponed until 2022, and we are awaiting direction on whether we need to plan for a virtual MOLC Breakfast Awards Ceremony for 2021. COA and COF will be offering a series of virtual activities throughout 2021 in lieu of the symposium.

As MOLC Secretaries for OY 2020, CAPT Ramson and CDR Dipti Kalra held a transition meeting for incoming MOLC Secretaries.

The first OY 2021 MOLC meeting is being held on January 26, 2021.

Once we are introduced to the new MOLC leadership, we intend to inquire about the OY 2021 timeline for APAOC's SAA and Honor Awards submissions as well as the Voting Member packet submission for OY 2021 so that APAOC can plan ahead for this year.

G. Leadership & Strategic Planning CDR Simleen Kaur

APAOC Leadership and Strategic Subcommittee met all voting members and/or their alternates where an overview of S.M.A.R.T. Goals and timelines for submission of quarterly strategic plans and accomplishments were discussed.

H. APAOC Senior Advisor (optional) CAPT Maria Fields

None

Standing Subcommittees

I. Awards and Recognition LCDR Chaolong Qi, CDR Denise Morrison

1. APAOC's 2020 Special Assignment Award (SAA) nominations were approved. All recipients of the award can view their SAA within their respective PIRs.
2. Updated SAA information, including FAQs document and Activity Log Template, was disseminated to APAOC Voting Members (VM), for review and familiarization of the SAA process and procedures. The updates reflect some recent changes on the SAA processing in Minority Officers Liaison Council (MOLC).
3. Updated APAOC's Letter of Appreciation (LoA) and Certificate of Appreciation (CoA) templates with inclusion of CDR Trang Tran's signature. Documents will be routed to VMs for use throughout the year.
4. 2021 APAOC Awards call for nominations announcement is pending MOLC's updates, regarding this year's processing timeline. Please note, dates and times may change as a result of the PHS Symposium postponement; however, as soon as additional information is received, a finalized announcement with inclusion of timelines and deadlines, will be routed via the APAOC listserv.
5. Please visit APAOC website to learn more about the award subcommittee's mission and goals.

J. Career Development/Advancement

LCDR Kelly Leong, CDR Hong Vu

We are working on the goals for the committee, as well as, developing the strategic plan to achieve those goals.

This year, our APAOC Career Development subcommittee would like to expand our mentoring program with more activities, check-ins, and guidance to make sure that our mentors/mentees stay engaged in this challenging time. We are also planning to collaborate with other subcommittees, or host our own brown-bag sessions, depending on everyone's bandwidth, to promote the idea that Career is not just all about our rank, but our vision in life and our well-being. Let's face it, we can't serve unless WE are being taken care of.

We would also like to explore an idea that our former APAOC Senior Advisor, CAPT Paul Jung, had challenged ALL AAPI officers before he even became our advisor – Among the CMAGs, we are the one group that has the least number of Admiral ranked officers. We struggle to count even a handful of them. There are no straight forward steps, but we are going to plan some activities to explore this.

We are calling for volunteers to join us in our efforts this year. Officers of all ranks are welcome! If you are interested in participating in our subcommittee activities, please sign up at: [APAOC Career Development Volunteers Sign Up](#).

We are also looking for Mentors and Mentees to participate in our 2021 Mentoring Program. We would like to support Junior and Senior officers, and you don't have to be Asian to participate. All interested officers please sign up at: [APAOC Mentoring Program Sign Up](#).

For all questions, please contact the Subcommittee Chair and Co-Chair: LCDR Kelly Leong (kelly.m.leong@ice.dhs.gov) and CDR Hong Vu (Hong.Vu@fda.hhs.gov).

K. Charter & Bylaws

CDR Minglei Cui, CDR Lisa Lee

The Charter and Bylaws Subcommittee (SC) had a transition meeting and a SC meeting to outline the goal of 2021 and the roles and responsibilities of the SC members. The SC will send a call requesting the revision of SOPs from SC chairs and the revisions of Bylaws from all voting members. The instruction and the deadline for revisions will be included in the call. The SC will also solicit 6-7 volunteers for SOP revisions. Please feel free to contact CDR Minglei Cui (Minglei.Cui@fda.hhs.gov) and CDR Lisa Lee (Lisa.S.Lee@ice.dhs.gov) if you have any questions.

L. Communications

CDR Kent Bui

Happy New Year! The Communications Subcommittee is planning 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 (see link below) and make necessary updates, including your subcommittee'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. Please note major changes or special requests may require approval by the APAOC Chair.

<https://dcp.psc.gov/OSG/apaoc/>

If you have any questions, please let us know. Thank you for your support.

M. Education & Training

CDR Ruiqing Pamboukian, CDR Quynh-Van Tran

1. We are planning to deliver 5-6 training sessions this year. Topics are decided based on last year's survey and Surgeon General's priorities. The following topics are currently under preparation: Covid-19 vaccination, Building Resilience, Opioid Epidemic and Harm Reduction Strategies, Promotion related, Deployment related, etc. If you have any recommendation on interested topics and potential speakers, please let us know.

2. The annual Leadership Summit will be held in October 2021. We are going to start planning in late February.

N. Nominations & Membership

LCDR Ji Hyun LaRose, LCDR Yee Vang

1. Nomination and Membership Subcommittee would like to request all voting members to review the Final Master File in Max.gov for accuracy and let us know if there are any changes that need to be made.
2. Please be advised that we will be soliciting nominations for the Senior Advisor Position which will begin around May-June of this year. Eligibility: Active duty PHS officer ranked O-5 and above or a retired PHS officer at O-5 and above at time of retirement.
3. Lastly, we will be sending out solicitations for voting membership around May-June as well, for those of you interested in voting membership.

O. Publications

LT William Chang, LT Sophie Soo, CDR Harold Sano

1. We have submitted the 2020 Fall/Winter Newsletter draft to leadership and await Office of SG approval.
2. We will be soliciting new articles for the 2021 Spring Newsletter, the notice will be sent out in the next APAOC biweekly announcements.
3. We will be requesting volunteer editors to review draft articles.
4. We plan to publish 3 newsletters this year.

P. Public Relations & Merchandise

LCDR Rebecca Wong, CDR Michelle Tsai

1. Developed fitness toolkit to assist APAOC members with the USPHS Exercise Challenge, enhance awareness and inspire members to meet weekly goal, and track APAOC members for participating in the challenge for 12 weeks.
2. Completed smart goals for the 2021 APAOC Strategic Plan.
3. Working on organizing and hosting a Virtual Social for the Lunar New Year for Friday, February 19th.

Q. Recruitment & Retention

LCDR Jen Eng, LT Jason Tu; LCDR David Eng

All members of the Recruitment and Retention Subcommittee and their alternates are currently deployed until February and beyond. LCDR David Eng, 2019 & 2020 Recruitment and Retention Committee Chair, will be serving in their place until they return from deployment. He will remain as the Point of Contact for OBC Virtual Open Houses for potential new APAOC members. However, all other committee activities will be suspended until the return of the 2021 Subcommittee Chairs.

Workgroups

R. Social Media

LCDR Theresa Castellanos, LCDR Kathleen Tisdale

1. The Social Media workgroup is actively recruiting new members to help strengthen our APAOC Facebook and Instagram platforms. Workgroup volunteers would be responsible for identifying and posting impactful content according to the assigned rotation schedule. Volunteers should be familiar with both social media platforms however training is available. Volunteers will receive a letter of appreciation upon completion of the calendar year 2021. Please email the points of contact listed below if you're interested in volunteering for our Social Media Workgroup. **Points of Contact:** LCDR Theresa Castellanos (tcastellanos@scf.cc) and LCDR Kathleen Tisdale (yai3@cdc.gov)
2. Goal to assist other APAOC workgroups in promoting activities through social media.
3. Update SOP and reflect additional topics to promote via APAOC Facebook platform.

S. Community Engagement

LCDR Kinbo Lee, CDR Mona Patel

PACE-Sponsored COVID-19 Community Engagement Officer Training

Spots are filling up quickly so act fast! Are you interested in COVID-19 educational outreach to your community? Then register to become PACE-certified and sign up for one of the upcoming training sessions hosted by the PACE SGET Program: <https://www.signupgenius.com/go/10C0D4DAFAE28A3FD0-pace>. Please only sign up for one session. Once officers have completed this 1-hour virtual training, they will be required to complete independent study lessons and present a 10-minute practice presentation to their PACE COVID-19 Regional POC for PACE certification. If spots are filled, please continue to keep an eye out for new offerings.

Points of Contact: PACE - CDR Mark Miller (mark.miller2@nih.gov) or LCDR Renu Lal (renu.lal@fda.hhs.gov)
APAOC - LCDR Kinbo Lee (kinbo.lee@fda.hhs.gov) or CDR Mona Patel (mona.patel@fda.hhs.gov)

Liaisons

T. RDB

CAPT David Lau, CDR Christopher Lim

Happy 2021, APAOC membership.

From the Readiness & Deployment Branch Liaison group, there remains little to report, at this time. The RDB remains busy and focused on supporting Commissioned Corps USPHS efforts related to ongoing COVID-19 needs. So, I share a few reminders that both CAPT Lau and I feel are worth mentioning:

- Deployments - ongoing coordination of COVID-19 related missions continue to occupy the RDB's staff. We should continue to stand ready to step up and serve on deployments when called upon.
- CCMIS RDB Self-Service – 01/15/2021 update – it is advised that we regularly login into the Commissioned Corps of USPHS Management Information System (CCMIS), especially as RDB Self-Service updates are routinely updated with newest information related to readiness. The 01/15/2021 update reflects latest Periodic Health Updates (PHU), Annual Physical Fitness Testing (APFT), Quarterly Weight Reports (Form 7044-1) information, on-call alerts status, 2020 influenza vaccination reminder and deployment role instruction.

NOTE: Conveyed in this update and mentioned in the previous 12/15/2020 USPHS Commissioned Corps Town Hall, COVID-19-related readiness extensions have ended; remember, PHU, APFT and Basic Life Support (BLS) certification requirements have resumed.

- COVID-19 vaccination – as we receive the COVID-19 vaccination, vaccinated Officers will become deployable, locally and remotely, after 72 hours from receiving their last vaccine dose.
- AMSUS USPHS Leadership Day mention – the presentations provided by all the USPHS categories, with regards to deployments, were great and successful.

U. AMSUS

LT Shanly Chen

AMSUS is The Society of Federal Health Professionals

- A Non-profit member-based educational and professional development association
- Serving the Department of Defense, Veterans Affairs, Health and Human Services, Department of Homeland Security, other federal health professionals and their families, industry partners and advocates for advancing health for all, especially through interagency collaboration
- Advocating for DOD, VA, HHS, DHS, and interagency healthcare collaboration
- Collaborating with various PACs, like HOAC, BCOAC, JOAG, PACE and others. HHS Secretary Alex Azar and SG Jerome Adams were the presenters for the annual conferences in 2019 and 2020.
- In addition AMSUS has 4 major award categories that officers can be nominated for: AMSUS premier awards, individual professional awards, functional mission awards, and journal article awards.
- I'll be working with CAPT Lau, since he is very experienced with AMSUS. Our goal for this year is to increase APAOC participation in AMSUS, whether through poster presentations or through award nominations for APAOC members. It's a bit early now to get into specifics but the next AMSUS meeting is planned for March 2022, not this year. I'll update the group as more information comes up.

VI. Action Items

N/A

VII. Questions/Suggestions/Concerns

All

None

VIII. APAOC Chair's Closing Remarks

CDR Trang Tran

Before we close the meeting, I'd like to thank everyone who attended today's meeting. I look forward to working with all VMs and alternates to make this year another exciting and productive year for APAOC. As we are still in the middle of the pandemic, we will still have many challenges ahead of us. Many of us have been and will be called upon for deployments. We will just have to be flexible and creative to support each other in fulfilling the APAOC mission. Many thanks to the alternates who have stepped up to support our VMs who have deployed. Please stay safe on your deployments, everyone, and let LCDR Ruby Leong and me know if you need any additional support. Thank you and have a wonderful afternoon!

The January APAOC General Meeting adjourned at 12:58 P.M.

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

Executive Committee	Voting Members (VMs)	Attendance¹	Alternate²	Attendance¹
Chair	CDR Trang Tran	P	LCDR Sophia Park	
Chair-Elect	LCDR Ruby Leong	P	LT Vicky Hsu	P
Executive Secretary	LCDR Sally Doan	P	LCDR Cindy Chee	P
Corresponding Secretary	LT Huan Tran	P	LT Miaka Huynh	
Treasurer	CDR Yoon Kong	P	CAPT Curi Kim	
MOLC Representatives	CAPT Teresa Ramson	P	LCDR Aman Sarai	
	CDR Honeylit Cueco	P	LT Micky Ha	
Leadership & Strategic Planning	CDR Simleen Kaur	P	LCDR Stephanie Chiang	
Standing Subcommittees				
Awards & Recognition	Chair: LCDR Chaolong Qi	P	LT Daan Chen	
	Co-Chair: CDR Denise Morrison	P	LCDR Jun H. Lee	P
Career Development/ Advancement	Chair: LCDR Kelly Leong	E	LT Shanly Chen	P
	Co-Chair: CDR Hong Vu	E	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	E	LCDR Yen Anh Bui	
Education & Training	Chair: CDR Ruiqing Pamboukian	P	LT Xia Michelle Lin	
	Co-Chair: CDR Quynh-Van Tran	P	LCDR Doan N. Singh	P
Nominations & Membership	Chair: LCDR Ji Hyun LaRose	P	LCDR Susan Rhee	P
	Co-Chair: LCDR Yee Vang	A	LT Melaku Woldeamanual	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	P	CDR Shannon Beyale	
	Co-Chair: CDR Michelle Tsai	E	LCDR Martin Yoon	
Recruitment & Retention	Chair: LCDR Jen Eng	A	LCDR Daniel Lee	
	Co-Chair: LT Jason Tu	E	LCDR Yen Phan	P
	Coverage: LCDR David Eng	P		
Work Groups				
Social Media	Chair: LCDR Theresa Castellanos	P	LT Tiffany Ma	
	Co-Chair: LCDR Kathleen Tisdale	P	CDR Hai Lien Phung	P
Community Engagement ²	Chair: LCDR Kinbo Lee	P	LT Sylvia Park	P
	Co-Chair: CDR Mona Patel	P	LT Truong-Vinh Phung	P
Liaisons				
RDB	Chair: CAPT David Lau	P		
	Co-Chair: CDR Christopher Lim	P		
AMSUS	LT Shanly Chen	P		
APAOC Senior Advisor	CAPT Maria Fields	P		

¹ P = Present; A = Absent; E = Absent/Excused

² Non-Voting Members

APPENDIX B

Attendance (General Members)¹

Rank	Name	Agency
LCDR	Amina Bashir	FDA
LCDR	Jeannie Hong	IHS
LT	Hana Kim	DOD
LCDR	Jun Lee	FDA
CAPT	Lori Luu	HRSA
LCDR	Leslie Poudrier	ASPR
LCDR	Jennifer Weekes	HRSA
CAPT	Samuel Wu	DHS
LCDR	Sophia Yang	IHS

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

² Unable to verify rank and/or Agency name

REMINDERS:

1. **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 and copy LCDR Cindy Chee at Cindy.Chee@fda.hhs.gov **during the meeting** with the following information: name, agency, category, and rank.

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

**NEXT APAOC GENERAL MEMBERS MEETING:
WEDNESDAY, MARCH 17, 2021, @ 1200-1300 EST**