

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

of the

United States Public Health Service Commissioned Corps

NEWSLETTER

Winter 2019

Executive Committee Members

Chair: CDR Tina Nhu

Chair-Elect: LCDR Kelly Leong

Executive Secretary: CDR Trang Tran

Corresponding Secretary:
CDR Ruiqing Pamboukian

Treasurer: CDR Su-Lin Sun

MOLC Representatives:
LCDR Daniel Lee & LCDR Yvon Yeo

Leadership & Strategic Planning:
CDR Jerry Zee

APAOC Chair's Corner

Dear APAOC members,

With great joy and honor, welcome to the last newsletter of APAOC's 2019 operational year!!! As mentioned, I have longed for this honorable opportunity since I was commissioned in 2009. This year, I was truly fortunate and proud to lead a dedicated team of 7 Executive Committees (EC) members, 22 Voting Members (VM), and their respective alternates (29 PHS officers). Words can't describe how grateful I am to work with a group of such talented officers this operational year.

Since the beginning, I have set specific and measurable goals for this year using the S.M.A.R.T. model. It is APAOC's goal to enhance our value for Asian American and Pacific Islander (AAPI) officers through recruitment, mentorship, training, and communication. APAOC always looks for better ways to assist AAPI officers to grow

(continued on page 2)



Inside This Issue

APAOC Chair's Corner	1
2019 APAOC Accomplishments	2
Building Stronger Communities Through Stronger Leadership	6
PHS Pharmacists Supporting Remote Area Medical Event	8
New Officers Spotlight	9
2019 APAOC Leadership Transition	10
Call for Articles and Volunteers	11

Want to receive weekly APAOC news and announcements to stay up-to-date?

Subscribe to the APAOC listserv!

Like us on Facebook!

<https://dcp.psc.gov/osg/apaoc/listserv.aspx>

<https://www.facebook.com/PHSAsianPacificAmerican>

Interested in submitting an article or volunteering?

Please forward your submissions to
LCDR Catherine Arnatt, carnatt@southcentralfoundation.com
LT William Chang, William.Chang1@fda.hhs.gov
and LT Huan Tran, Huan.Tran@fda.hhs.gov



through active recruitment and increased participation. During the APAOC leadership transition meeting, I shared that these goals were proudly met, as you will see in this issue under each Subcommittee's achievements. A few outstanding accomplishments I would like to highlight are: (1) the community outreach event hosted by APAOC officers sponsored by the Commissioned Officers Association in September 2019 in collaboration with other Chartered Minority Advisory Groups (CMAGs), promoting, advancing, and providing the mental health promotion, opioid overdose response training, and smoking cessation to the over 500 participants in AAPI community and more; (2) the success of the 3rd Annual APAOC Leadership Summit attended by almost 90 PHS officers (doubling the attendance from last year) from 8 different Agencies, and gaining valuable perspectives on leading people from experienced Senior Government Executives, Dr. Howard Zhang and RADM (ret.) Pamela Schweitzer; in addition, over 55 PHS officers participated in the opioid overdose response training and received naloxone kits upon

completion of the training; and (3) APAOC's participation in over 16 community outreach events to raise mental health awareness.

It was my pleasure serving as the APAOC Chair this year, and we would not have any of these achievements without the support of our APAOC voting members, volunteers, and our Commissioned Corps leadership, especially our Deputy Surgeon General RADM Erica Schwartz. I have my T.E.A.M. (Together Everyone Achieves More) with me. I would like to express my gratitude and sincere appreciation for giving me the opportunity to serve in this unique leadership role and to establish great friendships while we are on this journey together. Thank you again for your time, dedication, and commitment to make APAOC a better and stronger organization.

"Coming together is a beginning. Keeping together is progress. Working together is success." --Henry Ford

Yours in Service,
CDR Tina Nhu

APAOC 2019 Accomplishments



CDR Jerry Zee

Leadership & Strategic Planning

- Collected at least 3 goals from each role within each executive committee member, subcommittees, and workgroups to ensure that vision of each group at the beginning of the operational year.
- Successfully tracked the progress all the goals of executive committee, subcommittees and workgroups 3 times during 2019 with 100% response rate.
- Talled the completion of all 2019 tactical goals with 87% completion rate for all pre-determined goals.

Minority Officers Liaison Council (MOLC) Representatives



LCDR Daniel Lee LCDR Yvon Yeo

- Facilitated the submission and follow-up with MOLC Chairs in support of APAOC Awards subcommittee and Nomination & Membership subcommittee to include submissions for: New Voting Membership, Special Assignment Awards, Honor Awards, and Individual Awards.
- Represented APAOC in all MOLC monthly meetings in 2019 to share APAOC updates and actively participated in collaborations with other CMAGs in MOLC activities
- Represented APAOC in the 2019 MOLC Awards Ceremony Planning Committee and successfully coordinated the logistics for the 3 APAOC Honor Awards to be given out at the 2019 COF Symposium



Awards & Recognition Subcommittee

- Promoted the recognition of Asian Pacific American officers and their notable accomplishments through RADM Kenneth Moritsugu Award, RADM Samuel Lin Award and CAPT Allan Lock Award in the 54th USPHS Scientific & Training Symposium through soliciting and processing the awards nomination process with the support of all APAOC voting members on scoring the nominations.
- Actively participated multiple MOLC calls to provide experience and expertise on APAOC Honor Awards process, and responded to MOLC's request for information to assist Commissioned Corps leadership on standardizing the process.
- Furnished updated 2019 templates of Letter/Certificate of Appreciation for all APAOC Subcommittees and the Annual APAOC Leadership Summit.
- Completed screening and processed 8 nominations for Special Assignment Award and 5 nominations for PHS Individual Honor Award.
- Special order of plaques for honoring CAPT Jason Woo's retirement and RADM (Ret.) Pamela Schweitzer's Keynote Speech at the 3rd Annual APAOC Leadership Summit.



LCDR Jaspreet Gill **LT Chaolong Qi**

Career Development & Advancement Subcommittee



CAPT Amy Chi **CDR Dipti Kalra**

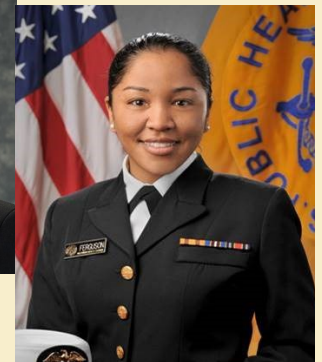
- Significantly boosted APAOC Mentoring program with 42 mentor/mentee pairs participated in 2019, with a 40% increase from 2018.
- Updated the 2020 promotion information which includes all the general promotion guidelines that applies to all categories.
- Contributed to the APAOC newsletter to promote mentoring in the Spring issue.
- Successfully conducted a roundtable mentoring session at the APAOC Leadership Summit for all officers during promotion packet preparation time.
- Developed a 19-page APAOC Mentoring Workbook to provide a guideline for mentors and mentees to facilitate their discussion.

Charter & Bylaws Subcommittee

- Developed a 1-page APAOC Organizational Chart depicting photos of all APAOC leadership along with their respective roles to provide a visual for our organization. Additionally, the org chart lays out the official reporting relationships that govern the structure of our committee.
- Initiated and finalized two new Standard Operating Procedures (SOPs) including Community Engagement SOP and the APAOC Senior Advisor SOP to provide vital succession planning.
- Reviewed and revised 16 APAOC SOPs in 2019 to reflect the current and accurate processes within our organization. This task involved multiple volunteers from the voting members of APAOC.



LCDR Mandy Kwong



LCDR Kathleen Tisdale



Communication Subcommittee



CAPT Khang Ngo

- Spearheaded the 1-voting membership Communications Subcommittee to support all APAOC website updates.
- Work with the Executive Committee and Subcommittee Voting Members to ensure the APAOC website reflects current activities to promote visibility of APAOC and APAOC officers.
- Manage the APAOC website to allow users to quickly obtain important information and stay connected to APAOC activities to enhance communication and usability of the APAOC website.
- Continue to maintain an up-to-date APAOC website; thereby, capturing accurate and timely information for the benefit of APAOC officers and other stakeholders.

Education & Training Subcommittee

- Organized and moderated 6 WebEx presentations, attended by 185 officers.
 - Topics includes: Post-9/11 GI Bill (PGIB) and other PHS Education Benefits, Medical Retirement Process, PHS Protocols: OBC/uniform/courtesy, Opioids: Overview and Response, Space A Flights.
 - Certificates of Appreciation and Attendance were issued to participants.
- Successfully co-organized the 3rd Annual APAOC Leadership Summit: "Building Stronger Communities Through Developing Leadership"
 - Attended by 88 officers, students, and 10 speakers on the FDA Campus.
- Co-organized the 2nd annual APAOC Social Event in Alaska, and submitted an article to the APAOC Newsletter.



CAPT Mei-Ying Li



LCDR Catherine Arnatt

Membership & Nomination Subcommittee



LCDR Rebecca Wong



**LCDR Linhua
Tzeng-Goh**

- Successfully processed all voting membership nominations, setup evaluation criteria, facilitated nominations discussion with existing voting members, and had 100% voting members participation in scoring all the nominations packets. The subcommittee conducted all tally and selected the 8 new voting members for the 2020 APAOC voting membership.
- Conducted an off-schedule APAOC senior advisor nominations process and secured a new APAOC senior advisor for the 2020-2021 operational years.
- Solicited all 2020 APAOC voting members for their preferences on APAOC assignments, and supported the Chair and Chair-Elect on finalizing the 2020 APAOC leadership on schedule.



Publications Subcommittee



CAPT Janice Maniwang



CDR Minglei Cui



CDR Reasol Chino

- Successfully published 3 newsletters in July 2019, October 2019, and January 2020, which include information promoting officership, leadership, and officer activities.
- Revised the Standard Operating Procedure (SOP) and streamlined the operation to increase efficiency of the review and publishing process for the newsletter.
- Developed a newsletter content planner, which documents prior newsletter content, while assisting the future Publications Subcommittee to plan for future content to ensure content diversity and to avoid duplications.

Public Relations Subcommittee

- Successfully planned and coordinated APAOC representation at 10 events, including 3 Lunar New Year Celebrations, Cherry Blossom 5K Spring Walk, 10th Annual FDA USPHS Awareness Day, 2 Asian Heritage Month events, APAOC Breakfast at the USPHS Scientific Symposium, 3rd Annual APAOC Leadership Summit, and the 2019 APAOC Leadership Transition event.
- Prepared and submitted to APAOC leadership detailed proposal on SC's initiative for APAOC merchandise.



CAPT Ruby Lerner



CDR Hai Lien Phung

Recruitment & Retention Subcommittee

- Provided APAOC representations at all 8 OBC Open houses in 2019 and recruited 36 new APAOC members.
 - Began to collect language proficiency from all new APAOC members.
 - Coordinated with Corresponding Secretary to add them to APAOC Listserv.
- Planned and hosted a Hiking Event at Sugarloaf Mountain on June 1st, 2019 as a membership retention event with over 30 officers, friends, and family in attendance.
- Prepared and coordinated the annual APAOC picnic on September 21st, 2019 with over 25 officers, friends, and family in attendance.



CDR Yoon Kong

LCDR David Eng



Community Engagement Workgroup



CDR Ranjodh Gill LCDR Oliver Ou

- Conducted 16 community outreach events that focused on an array of topics including mental health promotion, opioid overdose response training, smoking cessation, and community blood drive. Approximately 100 PHS officers volunteered for these events that reached out to a combined total of about 1000 participants.
- Workgroup members published six articles on our activities in APAOC Newsletter, and one in COA Frontline.
- Healthy Mind Initiative received an official Proclamation from Maryland Montgomery County in recognizing the importance of promoting mental health awareness.

Social Media Workgroup

- Posted 38 times to Facebook and received 198 likes and 2 shares.
- Posted 15 times to Instagram and received 120 likes.
- Recruited 5 new APAOC members in the Alaska area and more who are interested in becoming members as they see APAOC's impact.



CDR Caroline Le LCDR Theresa Castellanos

Building Stronger Communities Through Stronger Leadership at 3rd Annual APAOC Leadership Summit

By: CAPT Janice Maniwang and CDR Trang Tran

Eighty-eight Commissioned Corps officers gathered together to attend the 3rd Annual APAOC Leadership Summit on October 18, 2019, at FDA's White Oak Campus in Silver Spring, MD. This year's theme was "Building Stronger Communities Through Stronger Leadership," which was woven through all the presentations. The event kicked-off with the presentation of colors by the Surgeon General's Honor Guard and the singing of the National Anthem and PHS March performed by the USPHS DC Choral Ensemble, followed by the invocation given by LCDR Kelly Leong.

CDR Tina Nhu began with opening remarks, highlighting her goals as APAOC's Chair and the tremendous work APAOC has engaged in support of the Healthy Mind Initiative over the past year. Next, CAPT David Lau took the stage and introduced RADM (ret.) Pamela Schweitzer, USPHS Retired Assistant Surgeon General and the first female Chief Pharmacy Officer, as the keynote speaker. We enjoyed hearing about her life after retiring from the Corps and her discussion on leadership qualities and how a leader is set apart from a manager. RADM (ret.) Schweitzer also identified the Asian leadership gap and introduced the Kotter's organizational change model with eight accelerators (create sense of urgency, build guiding coalition, form strategic vision and initiatives, enlist volunteer army, enable action by removing barriers, generate



CDR Tina Nhu presents a token of appreciation to RADM (ret.) Pamela Schweitzer

(continued on page 7)





Distinguished guests, presenters, and participants at the 3rd Annual APAOC Leadership Summit

short-term wins, sustain acceleration, and institute change). As a champion in her communities, RADM (ret.) Schweitzer showed no signs of slowing down in retirement as she inspired us with stories of her increasing involvement in rural health, interoperability efforts, and leading women as she continues to advocate and engage in efforts to build a culture of health.

The next speaker, Dr. Howard Zhang, Director of Henry A. Wallace Beltsville Agricultural Research Center, U.S. Department of Agriculture, shared his view on diversity vs. integration and his experiences leading people and building teams throughout his career from academia to government, which ultimately paved a path toward a Senior Executive Service position. Dr. Zhang's leadership philosophy has been about earning trust, demonstrating ability, building teams, inspiring vision, and managing expectations. Dr. Zhang closed his speech with this sound advice, that "Everyone is a leader. Leadership starts with small tasks and grows with added responsibilities. Great leaders know how to break down complicated issues into small and manageable tasks."

To cap off the morning session of the Summit, CAPT Andrew J. Chen, CAPT Soju Chang, CAPT David Lau, CAPT Danny Nguyen, and CAPT Juliette Touré served on the leadership panel discussion, sharing all kinds of nuggets of wisdom, everything from work life balance to career progression to lessons learned along the way. After a morning of outstanding presentations, APAOC provided a delicious lunch, including an exquisite homemade cake made by our own CDR Ruiqing Pamboukian!

The afternoon session began after the lunch break with naloxone training provided by Mr. Ben E. Stevenson, who currently serves as the Prevention Program Manager for Children and Adolescent Mental Health, Behavioral Health and Crisis Services for Montgomery County, Maryland. Upon completion of the training, naloxone kits were distributed to over 50 participants, courtesy of the Montgomery County Department of Health & Human Services. CAPT David Lau and CDR Tina Nhu encouraged the newly trained participants to become instructors by signing up for naloxone train the trainer classes. Twenty Commissioned Corps officers heeded to the call.

As the final presenter for the day, CAPT Leorey Saligan, a nurse and scientist, at the National Institutes of Health (NIH), presented a comprehensive overview on the scientific and intramural programs at NIH, specifically highlighting the National Institute of Nursing Research, where he currently serves as the Chief of Symptoms Biology Unit and the Acting Chief of the Symptom Science Center in the Division of Intramural Research. CAPT Saligan shared his personal leadership journey and how he has been able to leverage his position to expand partnerships and build a network of opportunities to grow the scientific community.

The Summit ended with a mentorship session led by CDR Dipti Kalra and CDR Vandna Kishore, where about 10 junior officers were paired with 5 senior officer mentors to seek advice on career, promotions, and officership followed by CDR Tina Nhu's closing remarks.

APAOC would like to extend special thanks to CDR Nikhil Thakur for serving as the Master of Ceremonies and to LCDR Catherine Arnatt, CAPT Mei-Ying Li, and all the volunteers who served on the Planning Committee to make this another successful event!

Senior officers (L to R: CAPT Andrew J. Chen, CAPT Soju Chang, CAPT Juliette Touré, CAPT Danny Nguyen, and CAPT David Lau) share pearls of wisdom on the leadership panel.





PHS Pharmacists Supporting the Remote Area Medical Event in Suitland, Maryland

By CDR Huu Nguyen & LCDR Yvon Yeo

From December 5-7, 2019 pharmacy officers CDR Huu Nguyen and LT Oyebola Oladeinde (BOP), LCDR Yvon Yeo (ICE), and CAPT Nina Mezu-Nwaba, LCDR Anh Bui, and LCDR Salvatore Pepe (FDA) supported the Remote Area Medical (RAM) at Beltway Church of Christ in Suitland, Maryland.

We were all very excited to participate in the Remote Area Medical (RAM) mission. RAM is a major nonprofit provider of free mobile clinics. The mission of RAM is to prevent pain and alleviate suffering by providing free, quality healthcare to those in need. This is done by delivering free dental, vision, and medical services to underserved and uninsured individuals. Not only was it our first RAM event, but it was also the first time RAM had established a pharmacy to provide medications to patients. Previously, patients obtained medications outside of the RAM clinic at their own cost. The day before the clinic was open to the public, LCDR Yeo set up the pharmacy area and organized the medications in alphabetical order according to their generic names; she checked the expiration dates of the stock bottles and removed all expired medications. LCDR Yeo created a formulary list with the medication names and strengths and estimated quantities of each medication on hand. The formulary list was distributed to prescribers. The small formulary contained different acute and chronic medications for pain, hypertension, seasonal allergies, psychiatry, and infections.

In the morning of the first clinic day, officers received a briefing from the Readiness and Deployment Branch Team and an orientation to the various clinic areas before heading to their assigned areas. Once all the pharmacists reported to the pharmacy, the first order of business was to design a professional prescription label for labeling prescriptions dispensed. Next, the pharmacists split into two teams – one team was stationed in the pharmacy, while the other team in the dental clinic. Pharmacists stationed in the pharmacy

would receive hard copy prescriptions from medical providers, generate prescription labels, fill prescriptions, and counsel patients on proper usage and understanding of the dispensed medications. A 30-day supply of chronic medications was dispensed to patients to allow them time to find their own primary care providers and pharmacy. As the formulary was limited, pharmacists recommended alternative medications for prescription medications that were not in stock. Alternatively, low-cost medications on the Walmart Rx Program Guide, \$4 for 30-day supply and \$10 for 90-day supply were recommended.

For pharmacists assigned to the dental clinic, they dispensed pre-packed 7-day supply of pain and antibiotic medications to patients and counseled them on their usage. After patients had their dental procedures completed (e.g., extractions, restorations, or cleaning), pharmacists collected the dental paperwork and gave patients goody bags containing toothbrushes, dental floss, and toothpaste as they exited the dental clinic. Kids were given stickers and toys. The pharmacists even babysat kids while their parents underwent dental procedures. The pharmacists rotated between the dental clinic and the pharmacy, as well as staggered their lunch breaks to ensure that both areas were adequately staffed.

Over the two clinic days, a total of 414 patients and 226 prescriptions were dispensed. Overall, the deployment was a great learning experience for us. It gave us an opportunity to step out of our daily duty stations to provide pharmacy services to uninsured and underinsured patients. After the RAM deployment, all the pharmacists collectively gave an after-action report detailing the pharmacy's successes and highlighting recommendations for future RAM missions. We hope that we will have many more opportunities to participate in the future RAM events.



New Officer Spotlight

LT Hyun Jin



LT Hyun Jin, certified physician assistant (PA-C, MPAS), is one of seven advanced practice providers (APPs) at Otay Mesa Detention Center (OMDC) in San Diego, CA.

LT Jin received a bachelor's degree in Physician Assistant Studies from Pace University in New York, NY. She continued her education at the Touro College, and received a Master's degree in Physician Assistant Studies. She joined United States Public Health Service in February 2019 as she firmly believes that her aspirations as a physician assistant align perfectly with the mission statement of the USPHS of being "driven by a calling to fulfill the mission of protecting, promoting, and advancing the health and safety of our Nation."

She has over 10 years of experience as a Physician Assistant in multiple specialties including Family Medicine, Internal Medicine/Infectious Disease, and Emergency Medicine serving underserved populations in California and Maryland. Her most recent work experience prior to joining USPHS was at the Veterans Affairs Medical Center in Baltimore, Maryland in the Emergency Department where she provided care to

veterans who were economically disadvantaged, homeless, and/or disabled with chronic complex medical conditions and psychiatric conditions in the center of downtown Baltimore.

After emigrating from Korea to the inner-city of Los Angeles, she lived amongst an underserved, economically disadvantaged population. It was in this setting that she realized many people lacked basic medical care and were living with chronic health conditions that could have easily been prevented with basic medical care. As a result, she decided to pursue a medical career focused on serving the underprivileged and economically disadvantaged population in these communities. After moving back to beautiful sunny California last year, she is so grateful to have joined USPHS in 2019 as a Physician Assistant working in the Immigration and Customs Enforcement (ICE) detention center in Otay Mesa, CA. She finds her current position at ICE Health Service Corps to be enjoyable and rewarding. When she is not working, LT Jin enjoys going to barre classes, cooking, and most importantly, spending time with her family. She loves going to local parks, hiking and beaches with her husband and two toddler boys.



2020 APAOC Leadership Transition

By CAPT Ruby Lerner and LCDR Kent Bui

On December 14, 2019, APAOC successfully held the 2020 Asian Pacific American Officers Committee (APAOC) Leadership Transition (formerly known as the APAOC Change of Command Ceremony) at the USO Warrior and Family Center located at the Walter Reed National Military Medical Center in Bethesda, MD. Despite a drizzle in the late afternoon, more than 70 APAOC officers with their friends and families, including over 15 children, attended the event. The APAOC Leadership Transition Ceremony at the end of each operational year has become an APAOC tradition to highlight and celebrate major accomplishments throughout the year, to recognize commitments and contributions of the current APAOC leadership team, and to welcome the future APAOC Executive Committee, and Subcommittee Chairs and Co-Chairs.

CDR Tina Nhu, the APAOC Chair, commenced the holiday party by welcoming everyone and presented the 2019 achievements, notably the leadership and collaboration efforts with other Professional Advisory Committees and Chartered Groups in the Healthy Mind Initiative (13 outreach events to educate over 700 Asian American and Pacific Islanders individuals). APAOC successfully planned and coordinated the National Essay Contest, "Speaking up About Mental Health," with NIH and other states and local authorities. Through coordination with SAMHSA, Montgomery County Department of Health and Human Services, and other federal and local agencies, moreover, APAOC collaborated with and trained over 100 PHS officers in Mental Health First Aid and more than 50 officers in Opioid Overdose Response using Naloxone. CDR Nhu thanked all APAOC members for their support, especially the current APAOC leadership team, for their exceptional commitments and contributions.

After the year-end report, CDR Nhu introduced the 2020 Executive Committee team consisting of LCDR Kelly Leong (Chair), CDR Trang Tran (Chair-Elect), LT Ruby Leong (Executive Secretary), LCDR Kent Bui (Corresponding Secretary), LCDR Yee Vang (Treasurer), CDR Michelle Tsai (Leadership & Strategic Plan), and CDRs Dipti Kalra and Teresa Ramson (MOLC Representatives). The 2020 Subcommittee Chairs and Co-Chairs are as follows: LT Qiaolong Qi / CDR Tina Nhu (Awards & Recognition), LCDR Mandy Kwong / CDR Minglei Cui (Charter & Bylaws), CDR Caroline Le / CAPT Janice Maniwang (Career Development & Advancement), CDR Yoon Kong (Communication), CAPT Ruby Lerner / CDR Ruiqing Pamboukian (Education & Training), CAPT Khang Ngo / LCDR Jaspreet Gill (Nomination & Membership), LCDR Rebecca Wong / LCDR Kathleen Tisdale (Public Relations), CDR Linhua Tzeng-Goh / LCDR David Eng (Recruitment & Retention), LT Huan Tran / LT William Chang / LCDR Catherine Arnatt (Publications), CDR Jerry Zee / LCDR Theresa Castellanos (Social Media), and CDR Ranjodh Gill / LCDR Kinbo Lee (Community Engagement).

The 2020 APAOC Leadership Transition concluded with a potluck holiday banquet, including homemade gourmet dishes, traditional holiday sweet treats, and an exquisite and delectable cake made by CDR Ruiqing Pamboukian. It would be a big oversight not to mention the delicious dishes and exceptional cooking of CDR Kun Shen. This is the third year in a row that CDR Kun Shen agreed to contribute his MasterChef talent, and we all were very grateful for his continued support. All the officers and their families had a wonderful time. They expressed sincere appreciation for the opportunity to participate in the 2020 Leadership Transition and are looking forward to future APAOC events.



APAOC officers, friends, and families gathered at the USO Warrior and Family Center for the 2020 APAOC Leadership Transition Ceremony.



Call for Article Submissions and Volunteers

2020 APAOC Spring Newsletter

The Publications Subcommittee is seeking article submissions for the 2020 APAOC Spring Newsletter. Please consider submitting articles highlighting any newsworthy activities of APAOC members, whether you are a general member or a voting member.

Interested in submitting an article or volunteering?

Please forward your submissions to
LCDR Catherine Arnatt, carnatt@southcentralfoundation.com
LT William Chang, William.Chang1@fda.hhs.gov
or LT Huan Tran, Huan.Tran@fda.hhs.gov

General Guidelines

- Please submit articles in Microsoft Word (.doc or docx format), using Times New Roman 12-point font.
- An editor will be assigned to each article and they will work with the authors to edit/modify the content as necessary.
- When emailing your article, please include the following subject line: **APAOC Fall Winter 2019 Newsletter – [Article Title]_[Author Last Name (s)]**

Agency Clearance (if required for your article)

- Please obtain appropriate clearances for any agency-specific or agency-sensitive information prior to submission to APAOC.
- Before sending the article to your Agency, we encourage the primary author to contact LCDR Catherine Arnatt, LT William Chang, and LT Huan Tran via email once you have your preliminary draft for an initial review.

Photography Guidelines

Photographs are strongly encouraged to be submitted with articles. Please ensure that the submitted pictures meet the following guidelines:

- Photographs in .JPG or .PNG format are preferred. High quality resolution is strongly recommended.
- Please embed photo(s) into the Word document and include original file(s) as an attachment for better resolution.
- Uniformed officers must follow the USPHS uniform specifications and related policy uniform (e.g., conference name tags should not visible over the uniform).
- Uniformed officers must follow general military etiquette when including different ranks (e.g., officers should be ordered in lowest to highest rank, left to right)
- A caption is required for each picture; in the caption, please include the rank and full name for each PHS officer present in the picture.
- If there is a civilian in the photo, please obtain their written authorization to publish the photo.

