

Hispanic Officers Advisory Committee (HOAC)



HOAC Charter December 2022

Revised: July 2001, July 2003, January 2006, April 2010, April 2014, August 2017,
November 2019, December 2022

Table of Contents

FORWARD.....	3
(I) MISSION	4
(II) RELATIONSHIP OF HOAC TO THE UNITED STATES PUBLIC HEALTH SERVICE	4
(III) OBJECTIVES	4
(IV) FUNCTIONS	5
(V) MEMBERSHIP	6
(VI) NOMINATION PROCESS.....	8
(VII) TERM OF APPOINTMENT.....	8
(VIII) CHAIRPERSON	10
(IX) SENIOR ADVISOR.....	10
(X) OPERATIONS AND PROCEDURES.....	11

FORWARD

The Hispanic Officers Advisory Committee (HOAC) was established in 1990 as an advisory group to the Minority Officer's Liaison Council (MOLC) to represent the interests and concerns of Hispanic Officers within the United States Public Health Service (USPHS). The mission of HOAC is to inform and advise the Office of the Surgeon General (OSG) on matters concerning the Hispanic/Latino community, offer professional development opportunities, educate, encourage community outreach, and provide a network of support for USPHS officers committed to promoting, advancing, and protecting the health and safety of Hispanic/Latino communities throughout the nation and globally.

The Hispanic Officers Advisory Committee (HOAC) Charter

(I) MISSION

The mission of HOAC is to inform and advise the Office of the Surgeon General (OSG) on matters concerning the Hispanic/Latino community, offer professional development opportunities, educate, encourage community outreach, and provide a network of support for United States Public Health Service (USPHS) officers committed to promoting, advancing, and protecting the health and safety of Hispanic/Latino communities throughout the nation and globally.

(II) RELATIONSHIP OF HOAC TO THE UNITED STATES PUBLIC HEALTH SERVICE

HOAC is recognized by the Surgeon General (SG) as one of the four Chartered Minority Advisory Groups (CMAGs) that exist under the Minority Officers Liaison Council (MOLC). Through MOLC, HOAC provides the OSG with information, advice and consultation on issues that affect Hispanic and Latino Officers. HOAC also provides input on planning, policies, and general practices of the USPHS. HOAC is not a substitute for line management or in any way exercises the prerogatives of respective operating divisions (OPDIV) and agencies. HOAC shall act in the interest and on behalf of Hispanic/Latino officers as outlined below.

(III) OBJECTIVES

HOAC serves as a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to officers in all professional categories committed to improving the health and wellbeing of Hispanic/Latino communities with the following specific objectives:

1. Serves as a resource and advisor in the education, outreach, and commitment to advance and protect the health and safety of Hispanic/Latino communities.
2. Supports the career advancement and professional development of Hispanic/Latino officers and other officers committed to improving the health of Hispanic/Latino communities.

3. Coordinates and facilitates communication and outreach among Hispanic/Latino officers, MOLC, CMAGs, governmental agencies, OPDIVs and communities where officers are assigned.
4. Identifies public health concerns impacting Hispanic/Latino communities and advises the OSG on those concerns through MOLC.
5. Provides a network of support for officers committed to promoting, advancing, and protecting the health and safety of Hispanic/Latino communities throughout the nation and globally.
6. Serves as the point of contact to the Readiness and Deployment Branch (RDB) for the identification of officers fluent in written and spoken Spanish and who can provide translation and interpretation services for purposes of deployment to Spanish-speaking communities.

(IV) FUNCTIONS

The functions of HOAC shall include, but are not limited to the following:

1. Advocate for and promote professional development and career progression of Hispanic/Latino officers.
 - a. Disseminate information and opportunities for Hispanic/Latino officers to participate in programs and activities initiated by the OSG and OPDIVs.
 - b. Recognize and promote Hispanic/Latino officers who serve in exceptional capacity individually and collectively.
 - c. Promote the inclusion of Hispanic/Latino officer needs and abilities in the development of USPHS training and continuing education programs.
2. Coordinate and facilitate communication among Hispanic/Latino officers, the MOLC, CMAGs, and OPDIVs to which officers are assigned.
 - a. Promote effective communication and establish mechanisms to foster collaboration among Hispanic/Latino officers.
 - b. Support and coordinate outreach, special events, professional and educational training, and other activities of Hispanic/Latino officers.
 - c. Review and comment on issues referred to HOAC by OPDIVs that involve Hispanic/Latino officers.

- d. Maintain and update the HOAC website (<https://dcp.psc.gov/osg/hoac/>), MAX.gov, and other composite media with timely information on issues and activities related to HOAC and its operations, policies, procedures, and resources.
3. Identify issues affecting Hispanic/Latino officers and provide advice to the OSG through MOLC.
 - a. Represent HOAC on official and ad hoc committees of the MOLC, OSG, and provide advice, comments, and recommendations on issues related to Hispanic/Latino officers.
 - b. Communicate regularly with the MOLC and ensure dissemination of information to Hispanic/Latino officers.
 - c. Promote and coordinate information, reports, and position papers related to Hispanic/Latino officers to the broader USPHS community through the MOLC and the OSG.
 4. Support the USPHS mission through recruitment, retention, and promotion of Hispanic/Latino officers in leadership and management positions.
 - a. Support federal recruitment programs, provide guidance, and devise methods and activities to increase recruitment of Hispanic/Latino officers.
 - b. Support professional development and promotion of Hispanic/Latino officers to leadership and policy development positions.
 5. Serve as a communication link and information resource between MOLC and Hispanic/Latino officers.
 - a. Communicate important information to officers and encourage membership and involvement with professional and community organizations with the intent to promote open communication between the Federal government and non-federal stakeholders.
 - b. Ensure the distribution of minutes and/or other HOAC-developed materials to officers and other interested parties via the HOAC website.

(V) MEMBERSHIP

1. Basic Eligibility Requirement for Voting Membership: Voting members must be active duty Commissioned Corps (CC) officers or Civil

Servants/Federal employees at the time they are nominated and appointed to HOAC. They must express an interest in Hispanic/Latino issues. In addition, all CC officers shall meet the basic readiness standards at the time they are nominated and throughout their voting membership term.

2. **Size of HOAC:** HOAC shall have no less than 10 and no more than 20 voting members.
3. **Organizational Representation:** To provide the range of experiences and the perspectives necessary for addressing issues before HOAC, every effort must be made to have the broadest representation possible among all voting members with diverse backgrounds in assigned agencies and professional categories.
4. **Geographic considerations:** HOAC shall promote having members whose regular duty station is geographically remote by 75 miles or more from the Washington, DC Metropolitan Area.
5. **Gender and Minority Representation:** HOAC shall make a concerted effort to include gender representation and individuals with diverse backgrounds as members across assigned agencies and professional categories.
6. **Professional Seniority:** HOAC shall promote having senior and junior voting members. A senior member is defined as an officer who has five or more years of professional experience in the CC of the USPHS.
7. **Professional Discipline Composition:** Being cognizant of the fact that HOAC is structured around the PHS CC defined professional categories and that some of these categories encompass more than one major professional discipline, to the extent possible, HOAC should attempt to be as inclusive as possible in selecting members who possess the requisite credentials for each of the respective sub-disciplines.
8. Each year the HOAC executive board will provide each voting member with an appointment letter for the officer's electronic Official Personnel Folder (eOPF).
9. **Ex-Officio Members (non-voting):** The last HOAC Chair may serve one additional year as an ex-officio member to help ensure process efficiency and continuity. HOAC may identify other individuals from recent Executive Committee to serve as ex-officio members for a period of one year.
10. **Ad hoc Members (non-voting):** HOAC may select individuals to serve in a support capacity, such as providing advice on technical or policy information, and assisting with HOAC activities. The term of the appointment as an ad hoc member is typically one year and varies with the

type and amount of services requested by HOAC. Ad hoc members typically continue through the current leadership cycle and need to be approved by vote of the incumbent HOAC leadership. The HOAC Chair or Subcommittee Chair(s) may identify HOAC ad hoc members to assist the various Subcommittees as needed; with the expectation that the ad hoc members will conduct themselves according to the HOAC bylaws. The HOAC Chair should be informed of all ad hoc members appointed by the Subcommittee Chair(s).

11. Subcommittees: HOAC subcommittees are intended to be short term (less than one year) collective groups. Subcommittees must be chaired by a HOAC voting member and participants can be any combination of HOAC voting and non-voting members. The Chair of the Subcommittee may identify HOAC ad hoc members to assist with the work of the Subcommittee. The HOAC Chair should be informed of all ad hoc members appointed by the Subcommittee Chair. Ad hoc members may also be assigned specific Subcommittee tasks by the HOAC Chair following consultation with the Subcommittee Chair.

(VI) NOMINATION PROCESS

1. Annually, HOAC will solicit membership nominations from active duty CC officers. Selected nominees will be sent via MOLC to the Surgeon General for final approval.
2. The nomination process shall be conducted so that the final nomination package for the incoming voting member is available to the OSG for consideration no less than 60 calendar days prior to the expiration of the outgoing voting member's current term.
3. Should the need arise to fill an unexpired term of a voting member, the same process as used for regular term appointments will be followed except that the nomination package will be conveyed to the Surgeon General as soon as possible for action.

(VII) TERM OF APPOINTMENT

1. The term of appointment for a voting member will be 3 years. Appointments will be staggered so that approximately one-third of the members' terms expire annually.

2. HOAC members may apply for reappointment at the end of their term and may be a voting member for a maximum of 6 years of service.
3. In order to serve more than two terms as a voting member, the member must wait one year after the end of his/her second term to be eligible for nomination again.
4. Alternates: Being cognizant of the demands of members' work responsibilities and HOAC's need to conduct business, HOAC allows each voting member to designate another officer to serve as his/her alternate. Such alternates shall have voting privileges when serving in place of the voting member. It is the responsibility of the voting member to keep their alternate fully informed and knowledgeable of HOAC activities. If a voting member is unable to attend a meeting, it is his/her responsibility to designate an alternate to serve on his/her behalf. The exception is if an officer is deployed; while an alternate may be named, the deployed officer is not required to designate an alternate.
5. Attendance: If a voting member is absent for more than two monthly meetings without prior approval from the HOAC Chair and without representation by an alternate, or is not adequately fulfilling HOAC duties of the current role, his/her appointment to HOAC may be terminated by the HOAC Chair and confirmed by a unanimous HOAC vote. Subsequently, a new voting member shall be appointed by the HOAC Chair within 30 days to ensure adequate representation for the remainder of the term.
6. Voting Member Responsibilities: Each voting member selected to represent HOAC shall have one vote on HOAC matters for which votes are cast.
7. A voting member who resigns from HOAC shall provide a letter of resignation and be replaced by another member appointed by the Chair for the remainder of the term. The resigning voting member's alternate may have the option to temporarily serve in the vacant role until filled by the Chair.
8. Termination: Due to the duality of voting membership in HOAC and MOLC, should HOAC wish to terminate the term of the HOAC-designated MOLC voting member and/or remove the HOAC-designated MOLC representative, there must be a unanimous vote from the MOLC. The same applies in the reverse situation (*i.e.*, if MOLC wishes to terminate the term of a HOAC-designated MOLC voting member a unanimous vote must be reached by both the MOLC and the HOAC executive committee, or Chair confirmation at the very minimum).

(VIII) CHAIRPERSON

1. The Chairperson will be elected by the voting membership of HOAC. The chairperson is responsible for leading HOAC in fulfilling its mission. The chairperson duties and responsibilities are outlined in the HOAC Bylaws.
2. The HOAC Chair shall be elected as the Chair-Elect the year prior to serving as Chair.
3. If the Chair-Elect is unable to become Chair, HOAC Voting Members may choose to elect a Chair without serving first as Chair-Elect.
4. Alternatively, the HOAC voting members may choose to re-elect an incumbent Chair if the Chair-Elect is unwilling or unable to serve as Chair in the subsequent year.
5. Under no circumstances will an officer be allowed to serve more than two (2) years as HOAC Chair.
6. At the expiration of the Chair's membership term, the Chair will serve an additional year on the Executive Committee in the position of Immediate past Chair.
7. If the term of the Chair coincides with the expiration of that individual's voting membership to HOAC, the Chair may serve one (1) additional year as an ex-officio member of HOAC provided the individual's supervisor is informed and concurs with the extension, unless re-elected as a voting member per the provisions of Article II of the HOAC Bylaws. For example, a HOAC member can be appointed and serve as Chair-Elect in their third year and then serve a fourth year in an ex-officio status (non-voting) as Chair if not reappointed to a new three (3) year voting member term.

(IX) SENIOR ADVISOR

1. The HOAC Senior Advisor is a senior officer, holding the rank of O-6 or above, who shall serve as a non-voting member of HOAC.
2. The term will be for two years, coinciding with the calendar year, with an option to renew the term once for a maximum of four consecutive years.
3. The Senior Advisor is expected to be a consultant to HOAC and advise on any issues, concerns, policies and procedures related to HOAC. It is highly recommended for the Senior Advisor to have served as prior HOAC voting member and/or is a Flag Officer.
4. Solicitation, application processes, and/or nominations for a Senior Advisor shall be managed by HOAC. The recommendation will be reviewed and approved by MOLC and confirmed by OSG with an Appointment Letter.

(X) OPERATIONS AND PROCEDURES

1. HOAC shall develop its own internal operations and procedures (i.e., Bylaws and Standard Operating Procedures). These shall include, at a minimum, provisions covering the following:
 - a. Operational Year: The operational year of HOAC is the calendar year, beginning January 1 and ending December 31 of the same year.
 - b. Frequency of Meeting: Meetings will be held at least quarterly.
 - c. Agenda: A meeting agenda including call-in procedures and appropriate background material shall be made available to the members in a timely manner.
2. Records and Reporting:
 - a. Minutes of each HOAC meeting will be developed and approved by the HOAC voting members.
 - b. Minutes and reports of HOAC will be distributed as outlined in Section IV (5) (b) FUNCTIONS.
 - c. HOAC shall establish a system to maintain a permanent file of official minutes and reports.
 - d. HOAC shall complete and submit an Annual Report to the MOLC summarizing HOAC activities and actions for the respective operational year.
3. The Charter shall be reviewed every three years. Any changes beyond technical edits will need to be resubmitted to HOAC for review and approval.
4. Quorum: A quorum should consist of at least 50 percent of the HOAC voting members.
5. Voting: Where voting is required or appropriate, a simple majority rule by voting members present shall determine the action.
 - a. Tie Breaker: Any vote that ends in less than majority rule will result in a failed motion per Robert's Rule of Order.

6. Meetings of HOAC will be held following Robert's Rules of Order.
7. Non-Voting Member Participation: Non-Voting members can be relieved from their responsibility by petitioning HOAC or by a recommendation made to HOAC by a HOAC voting member. Official removal from service of non-voting members must be voted on by HOAC.
 - a. Exceptions: Ad hoc members identified solely for the purpose of serving on a Subcommittee may be released by the Subcommittee Chair or the HOAC Chair without requiring a formal vote.

Revision: December 2022

Decision: Approved: X Disapproved: Date: December 1, 2022



Ramses Diaz-Vargas
LCDR, USPHS
Chair, HOAC