

**CHARTER FOR THE MINORITY OFFICER LIAISON COUNCIL
(MOLC)**

**OFFICE OF THE SURGEON GENERAL
(OSG)**

**UNITED STATES PUBLIC HEALTH SERVICE
(USPHS)
DEPARTMENT OF HEALTH AND HUMAN SERVICES
(HHS)**

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Name and Title	Date
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**The Minority Officers Liaison Council (MOLC)
CHARTER**

Table of Contents

(I)	MISSION.....	3
(II)	RELATIONSHIP OF THE MOLC TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS).....	3
(III)	OBJECTIVES.....	3
(IV)	FUNCTIONS	4
(V)	MEMBERSHIP	5
(VI)	NOMINATION PROCESS	6
(VII)	TERM OF APPOINTMENT	6
(VIII)	CHAIRPERSON	7
(IX)	SENIOR ADVISOR	7
(X)	OPERATIONS AND PROCEDURES	8

**The Minority Officers Liaison Council (MOLC)
CHARTER**

(I) MISSION

The Minority Officers Liaison Council (MOLC) was established by the Surgeon General and the United States Public Health Service (USPHS), to advise and serve the Office of the Surgeon General (OSG) on issues of professional development and to advocate for the recognition of contributions made by minority officers in the USPHS.

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

The Minority Officers Liaison Council (MOLC) is recognized by the Surgeon General (SG) as the liaison between OSG and the four chartered minority advisory groups (CMAGs). A CMAG is defined as any group sanctioned by the SG to represent a minority constituency. There are four CMAGs: American Indian/Alaska Native Commissioned Officers Advisory Committee (AI/ANCOAC), Asian Pacific American Officers Committee (APAOC), Black Commissioned Officers Advisory Group (BCOAG), and Hispanic Officers Advisory Committee (HOAC) in the USPHS.

Composed of representatives of CMAGs, MOLC provides information, advice, and consultation to the SG on issues that affect minority officers and the populations they represent. In addition, MOLC conveys SG requests for CMAGs to provide input on planning, policies, and practices of the USPHS. The MOLC operates in a staff capacity and does not substitute for line management or in any way exercises the prerogatives of respective operating divisions (OPDIVs) and agencies. The MOLC shall act in the interests and on behalf of all CMAGs as outlined below.

(III) OBJECTIVES

The MOLC serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to minority officers in all professional categories with the specific objectives of:

1. Advocating for and promoting professional development and career advancement of minority officers.
2. Coordinating and facilitating communication among the four CMAGs and between CMAGs; agencies, and operating divisions (OPDIVs) to which officers are assigned.
3. Identifying minority officer and CMAG issues and providing advice to the OSG on these issues.
4. Supporting the USPHS mission through recruitment, retention, and promotion of minority officers in leadership and management positions.

**The Minority Officers Liaison Council (MOLC)
CHARTER**

(IV) FUNCTIONS

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

1. To advocate for and promote professional development and career progression of minority officers.
 - a. Disseminate information and opportunities for minority officers to participate in programs and activities initiated by the OSG and operating divisions (OPDIVs).
 - b. Recognize and promote minority officers who serve in exceptional capacity individually and collectively.
 - c. Promote the inclusion of minority officer needs and abilities in the development of USPHS training and continuing education programs.
 - d. Coordinate activities with OSG to report on diversity and career progression among MOLC officers within PHS.
2. To coordinate and facilitate communication among the four CMAGs and between CMAGs and OPDIVs to which minority officers are assigned.
 - a. Promote effective communication and establish mechanisms to foster collaboration among CMAGs.
 - b. Support and coordinate outreach and special events, professional and educational training, and other activities of CMAGs.
 - c. Review and comment on issues referred to MOLC by OPDIVs that involve minority officers.
 - d. Maintain and update the USPHS-designated MOLC website and other archival and/or social media platforms with timely information on issues and activities related to MOLC and its operations, policies, procedures, and resources.
3. To identify minority officer and CMAG issues and provide advice to the OSG.
 - a. Represent CMAGs on official and ad hoc committees of the OSG and provide advice, comments, and recommendations on issues related to minority officers.
 - b. Communicate regularly with the OSG and ensure dissemination of information to CMAGs.
 - c. Promote and coordinate information, reports, and position papers that relate to minority officers to the broader USPHS community through the OSG.
4. To support the USPHS mission through recruitment, retention, and promotion of minority officers in leadership and management positions.
 - a. Support federal recruitment programs and provide guidance and devise methods and activities to increase recruitment of minority officers.
 - b. Support professional development and promotion of minority officers into leadership and policy development positions.

**The Minority Officers Liaison Council (MOLC)
CHARTER**

- 92 5. To serve as a communication link and information resource between OSG and the CMAGs.
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94 a. Communicate important information to officers and encourage membership, and
95 involvement with professional and minority organizations and societies in order to promote
96 open communication with non-federal stakeholders.
97 b. Ensure the distribution of minutes and/or other MOLC-developed materials to the extent
98 possible and appropriate to officers and other interested parties via the MOLC website.
99

100 **(V) MEMBERSHIP**

- 101
102 1. Basic Eligibility Requirements for Voting Membership: The MOLC consists of two
103 representatives from each of the four CMAGs as designated by each CMAG through their
104 respective Charter and Bylaws.
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106 2. All VMs shall meet or exceed the Readiness Deployment Branch (RDB) basic readiness
107 standards.
108
109 3. Organizational Representation: In order to provide the range of experiences and perspectives
110 necessary for addressing issues before the MOLC, every effort must be made to have the
111 broadest representation possible among all voting members with diverse backgrounds in
112 assigned agencies and professional disciplines.
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114 4. Geographic Considerations: MOLC shall promote having one of two CMAG representatives
115 whose regular duty station is geographically removed by a distance of 75 or more miles from
116 the Washington Metropolitan Area.
117
118 5. Gender and Minority Representation: MOLC shall make a concerted effort to include gender
119 representation and individuals with diverse backgrounds as members across assigned agencies
120 and professional disciplines.
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122 6. Professional Seniority: MOLC shall promote having senior and junior voting members. A
123 senior member is defined as an officer who has five or more years of professional experience
124 in the Commissioned Corps of the USPHS (Corps).
125
126 7. Professional Discipline Composition: To the extent possible, the MOLC should attempt to be
127 as inclusive as practical in encouraging CMAGs to select members who possess the requisite
128 credentials for each of the respective sub-disciplines.
129
130 8. Each year the MOLC Chairs and/or Senior Advisor will provide each Voting Member with a
131 letter for the officer's electronic Official Personnel Folder (eOPF).
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133 9. Ex-Officio Members (non-voting): The immediate past MOLC Chairs and JOAG
134 Representative may serve one additional year as an ex-officio member to help ensure process
135 efficiency and continuity. The MOLC may identify other individuals from the immediate past
136 MOLC leadership to serve as ex-officio members for a period of one year.
137
138 10. Ad hoc Members (non-voting): The MOLC may select individuals to serve in support capacity
139 such as providing advice on technical or policy information and assisting with MOLC

**The Minority Officers Liaison Council (MOLC)
CHARTER**

140 activities. The term of the appointment as an ad hoc member, is typically one year and varies
141 with the type and amount of services requested by the MOLC. Ad hoc members typically
142 continue through the current leadership cycle and need to be approved by vote of the
143 incumbent MOLC leadership. The MOLC Chairs or Subcommittee Chair(s) may identify
144 MOLC ad hoc members as needed, with the expectation that the ad hoc members will
145 conduct themselves according to the MOLC Bylaws, to assist the various Subcommittees.
146 The MOLC Chairs should be informed of all ad hoc members appointed by the
147 Subcommittee Chair(s).
148

- 149 11. Subcommittees: MOLC Subcommittees are intended to be short term (less than one year)
150 collective groups. Subcommittees must be chaired by a MOLC Voting Member (VM) and
151 participants can be any combination of MOLC voting and non-voting members. Ad hoc
152 members may also be assigned specific Subcommittee tasks by the MOLC Chairs following
153 consultation with the Subcommittee Chair.
154

155 **(VI) NOMINATION PROCESS**
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- 157 1. Each CMAG shall develop its own criteria for designating two MOLC voting members
158 from its constituency.
159
160 2. Should the need arise to fill an unexpired term of a voting member, the vacancy shall be
161 filled by another CMAG member appointed by the CMAG Chair within 30 days for the
162 remainder of the term to ensure adequate representation.
163

164 **(VII) TERM OF APPOINTMENT**
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- 166 1. MOLC VMs serve one-year term. The role of each CMAG within MOLC will rotate each
167 year (see Section VIII.1).
168
169 2. Alternates: Being cognizant of the demands of the members' primary work responsibilities
170 and the MOLC's need to conduct business, the MOLC has the option of establishing
171 procedures to allow each voting member to designate another officer from their CMAG to
172 serve as their alternate. Such alternates shall have voting privileges when serving in place
173 of the MOLC VM.
174
175 a. It is the responsibility of the MOLC VM member to keep one's alternate fully
176 informed and knowledgeable of MOLC's activities. If a VM is unable to attend a
177 MOLC meeting, it is his/her responsibility to designate one's alternate to serve on their
178 behalf.
179
180 3. Attendance: If a VM is absent for more than two monthly meetings, without prior approval
181 from the MOLC Chairs and coverage by an alternate, if possible, or is not adequately
182 fulfilling the MOLC duties of the current role, his/her appointment to MOLC may be
183 terminated at the initiation of the MOLC Chairs and confirmed by a unanimous MOLC
184 vote. Subsequently, another CMAG member shall be appointed by the respective CMAG
185 Chair within 30 days to ensure adequate representation to MOLC for the remainder of the

**The Minority Officers Liaison Council (MOLC)
CHARTER**

186 term.

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- 188 4. A VM who resigns from MOLC shall provide a letter of resignation and may be replaced by
189 another member of the respective CMAG appointed by the CMAG Chair for the remainder
190 of the term. The resigning VM's alternate may have the option to temporarily serve in the
191 vacant role until filled by the respective CMAG Chair.
- 192
- 193 5. Termination: Due to the duality of voting membership in both an officer's CMAG and
194 MOLC, should a CMAG wish to terminate the term of a MOLC VM and/or remove a MOLC
195 representative, there must be a unanimous vote from the MOLC. The same applies in the
196 reverse situation (i.e., if MOLC wishes to terminate the term of a MOLC VM an unanimous
197 vote must be reached in both MOLC and by the respective CMAG's EC, or Chair
198 confirmation at the very minimum).

199

200 **(VIII) CHAIRPERSON**

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- 202 1. The Chair responsibilities shall be performed, on a rotating basis, by voting members of the
203 CMAG who constitute MOLC as follows:

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Position	Year 1 (2020)	Year 2 (2021)	Year 3 (2022)	Year 4 (2023)
Chair	BCOAG	HOAC	APAOC	AIANCOAC
Vice-Chair	HOAC	APAOC	AIANCOAC	BCOAG
Secretary	APAOC	AIANCOAC	BCOAG	HOAC
Liaison	AIANCOAC	BCOAG	HOAC	APAOC

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2. Term of the Chairperson: The Chairperson will serve a one-year term and may continue on the MOLC as an ex officio member for one additional year.

217 **(IX) SENIOR ADVISOR**

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1. The MOLC Senior Advisor is a senior officer, holding the rank of O-6 or above, who shall serve as a non-voting member of MOLC.
2. The term will be for two years, coinciding with the calendar year, with an option to renew the term once for a max of four consecutive years.
3. The Senior Advisor is expected to be a consultant to MOLC and advise MOLC on any issues, concerns, and policies and procedures related to MOLC. It is highly recommended for the Senior Advisor to have served as prior MOLC VM and/or is a Flag Officer.
4. The appointment of a Senior Advisor will be conducted on a CMAG rotational basis or per availability.

**The Minority Officers Liaison Council (MOLC)
CHARTER**

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233 5. Solicitation, application processes, and/or recommendation for a Senior Advisor shall be
234 managed by the respective CMAG for the incoming year. The recommendation will be
235 reviewed and approved by the MOLC and confirmed by OSG with an Appointment Letter.
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237 **(X) OPERATIONS AND PROCEDURES**
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- 239 1. The MOLC shall develop its own internal operations and procedures (i.e., Bylaws and
240 Standard Operating Procedures). These shall include, at minimum, provisions covering the
241 following:
242
- 243 a. Operational year: The operational year of MOLC is the calendar year, beginning January
244 1 of each year and ending December 31 of the same year.
 - 245 b. Frequency of meeting: Meetings will be held at least quarterly.
 - 246 c. Agenda: A meeting agenda including call-in procedures and appropriate background
247 material shall be made available to the members in a timely manner.
- 248
- 249 2. Records and Reporting
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- 251 a. Minutes of each MOLC meeting will be developed and approved by the MOLC
252 members.
 - 253 b. Minutes and reports of the MOLC will be distributed in accordance with Section IV.5.b.
 - 254 c. The MOLC shall establish a system to maintain a permanent file of its official minutes
255 and reports.
 - 256 d. The MOLC shall complete and submit an Annual Report to the OSG summarizing
257 MOLC activities and actions for the respective calendar year.
- 258
- 259 3. The Charter shall be reviewed every three years. Any changes beyond technical edits will
260 need to be resubmitted to the OSG for review and approval.
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- 262 4. Quorum: A quorum shall consist of at least one MOLC VM from each CMAG (i.e., four
263 officers).
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- 265 5. Voting: Where voting is required or appropriate, a simple majority rule by voting members
266 present shall determine the action.
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- 268 a. Voting Member Responsibilities: Each VM pair selected to represent their CMAG shall
269 have one vote on MOLC matters for which votes are cast. Each voting member is
270 accountable to their CMAG to report and obtain necessary input. It shall be deemed that
271 the voting member's view reflects the majority view of the CMAG represented.
 - 272 b. Tie Breaker: Any vote that ends in less than $\frac{3}{4}$ vote will result in a failed motion per
273 Robert's Rule of Order.
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- 275 6. MOLC meetings will be conducted according to Robert's Rules of Order.
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- 277 7. Non-Voting Member Participation: Non-Voting members can be relieved from their

**The Minority Officers Liaison Council (MOLC)
CHARTER**

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responsibility by petitioning the MOLC or by a recommendation made to the MOLC by a MOLC VM. Official removal from service of non-voting members must be voted on by the MOLC.

- a. Exceptions: Ad hoc members identified solely for the purpose of serving on a Subcommittee may be released by the Subcommittee Chair or the MOLC Chairs without requiring a formal vote.

Submitted	January 2022
Approved	3/21/2022
Decision	<p style="text-align: center;"> VADM Vivek Murthy MD, MBA, USPHS U.S. Surgeon General</p>

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