



**MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMISSIONED OFFICER MINORITY GROUPS
FOR THE OFFICE OF THE SURGEON GENERAL
UNITED STATES PUBLIC HEALTH SERVICE**

Whereas the minority officers groups, noted herein, support a mutual effort to further the participation and representation of minority officers in the Commissioned Corps under the period of revitalization, and wish to operate in a manner that maximizes the administrative efficiency of all parties, and ultimately seek results which will benefit all officers equitably and make for a stronger Commissioned Corps, the minority officer groups enter into a Memorandum of Understanding (MOU) to facilitate the development of a minority officers council which will act to fulfill this intent.

A. Description

This council shall be called the Minority Officers Liaison Council (MOLC), to the Office of the Surgeon General (OSG), of the United States Public Health Service (USPHS).

B. Purpose

The MOLC, USPHS, is recognized by the Surgeon General (SG) to serve as the liaison between the OSG and the recognized and established minority officer groups. The Council provides information, advice, and consultation to the SG as received from the minority officer groups concerning issues, policies, and personnel matters affecting their respective constituencies. It also conveys requests from the SG regarding policy and practice matters to the minority officer groups for their deliberation. The Council shall act in the interests and on behalf of all parties to:

Improve the recruitment, retention, and career development of minority officers.

Promote, foster, and encourage the participation and representation of minority officers in leadership, policy development, and management positions in the USPHS.

Enhance the role and contributions of minority officers in the USPHS by assisting the SG in policy and personnel matters.

Develop effective communication and cooperation among minority officers, non-minority officers, and other interested parties.

C. Functions

The functions of the Council are to:

Receive and coordinate information from the respective minority officer groups and transmit to the SG.

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Establish an infrastructure which will recognize a minority officer to serve as the principal liaison between the minority officer groups and the SG.

Establish policies procedures to govern to the Council.

Establish mechanisms for fostering consensus among minority officer groups regarding issues of common concern.

D. Governance

MOLC will be constituted by the representation of two officers from the established and recognized minority officer groups. The established and recognized minority officer groups are defined as any group sanctioned by the SG to represent a minority constituency. Currently, four such groups exist, which are:

Black Commissioned Officers Advisory Group (BCOAG)
Hispanic Officers Steering Committee (HOStEC)
American Indian, Alaskan Native Commissioned Officers
Steering Committee (AIANCOSC)
Asian Pacific American Officers Committee (APAOC)

Each group will develop its own criteria for designating two representatives from its constituency to the MOLC.

1. Offices: Four offices or positions will be created to govern and administer the duties of the Council. The offices and their responsibilities are defined as follows:

Position

Responsibility

Liaison Officer

Liaison to the SG, serves as the principal intermediary, receives coordinated information from the Council to transmit to the SG at designated meetings, attends the monthly OSG agency representatives meeting, attends monthly CPO/PAC, chair meetings, attends other meetings deemed important by the SG, and reports back to MOLC on important issues or requests from the SG.

Deputy Liaison Officer

Deputy liaison officer, acts in an assistant capacity to the liaison to the SG for MOLC, and acts in the temporary absence of the liaison officer to carry on his /her responsibilities.

Chairperson

Chairperson of MOLC assures that the duties of the Council and its members are met, chairs the MOLC meetings, calls emergency meetings, carries out day to day administration of the Council.

Executive Secretary

Secretary of the MOLC keeps minutes of meetings, compiles the report of meetings attended by the liaison officer, prepares reports, for council members to feedback to their respective groups and files necessary reports.

The second representative from each minority group will be expected to participate actively at the meetings and is granted all rights and privileges of the office holding representatives. In case of an unavoidable absence from a MOLC meeting by the representative holding an office the second representative shall act on his/her behalf. If a representative can no longer hold office, then the second representative shall assume that position and the minority officer group will select another second representative for the remainder of that cycle.

Each representative is accountable to its own constituency to report and obtain necessary input when required.

2. Selection: Each office shall be served by a different designated minority officer group. The representative who shall hold that office shall be designated by the minority officer groups and shall be subject to approval by the MOLC and confirmation by the SG. A cycle shall consist of a 1 year rotation. The following rotation will be observed for the next 4 years:

B = BCOAG, H = HOSteC, A = APAOC, I = AIANCOSC

<u>Position</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Liaison Officer	B	H	A	I
Deputy Liaison Officer	H	A	I	B
Executive Secretary	A	I	B	H
Chairperson	I	B	H	A

E. Duration of MOU

This MOU will be effective upon signature of authorized officials from the minority officer groups and witnessed by the OSG. It shall remain in effect permanently, unless amended by mutual consent, or terminated by mutual consent. The MOLC exists under the authority of the OSG and is granted all rights and privileges as other entities under that authority and must abide by the rules and regulations under that authority.

Robert Uigo
Chair
Black Commissioned Officers Advisory Group (BCOAG)

9/25/90
Date

H. C. Stevenson MD
Chair
Hispanic Officers Steering Committee (HOStEC)

9/25/90
Date

Candry M. Kowalsky
Chair
American Indian, Alaskan Native Commissioned Officers
Steering Committee (AIANCOSC)

9/25/90
Date

Allen Lock
Chair
Asian Pacific American Officers Committee (APAOC)

9/25/90
Date

Witnessed by:

Rice C. Lesh M
Office of the Surgeon General
United States Public Health Service

September 25, 1990
Date