

## **2010 MOLC Meeting Minutes**

**2 February 2010**

**2 March 2010**

**6 April 2010**

**4 May 2010**

**6 July 2010**

**3 August 2010**

**5 October 2010**

**2 November 2010**

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**2 February 2010**

**Teleconference Line:**866-815-9815 **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Absent*	CDR Bernard Long	Vice Chair/ Representative	AI/ANCOAC	IHS
Present	LCDR Sally Hu	Representative	APAOC	NIH
Present	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Present	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
Absent*	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Present	CDR Michael Weahkee	Representative	AI/ANCOAC	IHS
Present	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Absent*	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	LCDR David Lau	MOLC 2010 Awards Ceremony Planning Committee Chair	APAOC	DIHS

\* Excused Absence

**I. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1405EST. Council roll was taken by CDR Soju Chang. **A quorum was established** at the start of the call.

**II. Review and Approval of Meeting Minutes**

- CDR Weahkee motioned to approve the October, November, and December meeting minutes and CAPT Guerra seconded. The meeting minutes were approved with minor corrections.

**III. Reports**

**MOLC Chair Report:**

1. 2010 MOLC operation: APAOC – chair; AI/ANCOAC – vice chair; BCOAG – secretary; HOAC – liaison. A detailed description of these functions as well as the MOLC charter can be found at the MOLC website <http://www.molcusphs.org>.
2. The MOLC website has been updated by LCDR Andrew Tran. Please send comments about the content of the MOLC website to CDR Chang via e-mail. A group picture from each of the minority group to be posted at the MOLC website was requested.
3. The fees for the MOLC web hosting and domain name are due for annual renewal. The fees are \$99.50 and \$7.95, respectively. The total cost for these services is shared among the four minority groups (approximately \$28 per group). Please submit a check payable to

“Commissioned Officers Foundation (memo: APAOC)” and mail it to “Commissioned Officers Foundation (COF), 8201 Corporate Drive, Suite 200, Landover, MD 20785”. Please notify CDR Chang via e-mail [soju.chang@nih.hhs.gov](mailto:soju.chang@nih.hhs.gov) about the date of your payment.

4. The 2010 USPHS Scientific and Training Symposium will be held in San Diego, California on May 24 – 27, 2010. In collaboration with other minority groups, APAOC (LCDR David Lau) is leading the planning for the MOLC Awards Reception (tentatively scheduled as MOLC breakfast on May 26, 2010) and HOAC (CAPT Marta Guerra) is in charge for arranging the MOLC booth with the symposium organizers.
5. CAPT Gina Pahona is unable to serve as the chairperson of the Minority Recruitment Working Group this year. A solicitation for a volunteer to chair the working group will be requested through the minority group listservs.
6. RADM Denise Canton, Director of Office of Commissioned Corps Force Management (OCCFM), designated CAPT Laura Aponte to be the OCCFM representative to MOLC.
7. The 2010-2013 voting members from each of the minority groups should have received the OSG’s Appointment Letters by now. The nominations for the Special Assignment Ribbons for eligible voting members have been forwarded to OSG for approval.
8. In early January, CAPT Laura Aponte (immediate past MOLC chair) and CDR Soju Chang (current MOLC chair) had a meeting with RADM Robert Williams and RADM Carol Romano to brief the Office of Surgeon General (OSG) about the past and ongoing MOLC activities. OSG is very appreciative of the accomplishments made by each of the minority groups and MOLC working groups. MOLC was asked to provide OSG a list of current MOLC activities on a regular basis (e.g., quarterly).
9. VADM Regina Benjamin’s commissioned ceremony was held with a great success on January 11, 2010. The ceremony was attended by over 650 guests and officers and it received a good review by the media. VADM Benjamin released her first official document entitled “The Surgeon General’s Vision for a Healthy and Fit Nation” on January 28, 2010. The press release, the fact sheet and the actual document can be found at <http://www.surgeongeneral.gov>.
10. The Assistant Secretary for Health, Dr. Howard Koh, has formed a task force to evaluate the current mission and organizational structure/components of the Commissioned Corps of the U.S. Public Health Service. The task force is in the process of meeting with the senior PHS leadership, the OPDIVs leadership, the CPO/PAC chair boards and others.
11. The Office of Force Readiness (OFRD) will provide field trainings in Tennessee to the pre-configured OFRD deployment teams in March, April and June, 2010. A letter from RADM David Rutstein with more detailed information about the dates and team assignments will be released later.
12. In response to the recent earthquake in Haiti, OFRD has deployed over 60 PHS officers to assist with the U.S. government’s medical and humanitarian services. Some of these PHS officers served as the Creole language translators. The current plan is to deploy a small number of officers for a longer period of time instead of a large number of officers for a shorter period. An increase in demand for assistance with public health missions is expected. The Office of the Assistant Secretary for Preparedness and Response (ASPR) is the agency lead for DHHS.

13. The Junior Officer Advisory Group (JOAG) intends to develop a shadowing program in which a junior officer will be matched with a senior officer in order to shadow the senior officer at his/her duty station. An online survey was recently distributed by JOAG to gauge the interest among senior and junior officers to participate in such program.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC –CDR Michael Weahke**

1. New AIANCOAC Officers for 2010 are as follows:

Chair –	CDR Bernard Long
Vice Chair –	CAPT Myra Tucker
Treasurer –	LCDR Bonnie LaFromboise
Secretary –	LT Shannon Beyale

2. The AIANCOAC has 20 full voting members and another 21 advocate members seated for 2010.
3. The AIANCOAC has held a number of discussions in the past several months about the topic of ‘advocate member’ status. Advocate members are allowed to sit on subcommittees and fully participate in committee activities with the exception of voting on committee business. Work is underway to insert language into the committee by-laws to clarify the roles and responsibilities of advocate members.
4. The AIANCOAC developed and delivered a welcome letter to the new IHS Director, Dr. Yvette Roubideaux. The committee felt that it was very important to do this as IHS is the OPDIV with the highest number of Commissioned Officers assigned to it, and due to the large proportion of American Indians and Alaska Natives in the Corps. We also felt that it was important for the new Director to see the Commissioned Corps for the valuable asset that it is in the arena of readiness deployments, so that she is just as willing to allow IHS officers to deploy to missions like Haiti and American Samoa, as she would be to have officers assigned to other OPDIV’s deploy to Indian country for suicide clusters, wildfires and other natural disasters.

##### **APAOC – LCDR Sally Hu**

1. APAOC had its first meeting on January 20<sup>th</sup>, 2010
2. APAOC has 20 voting members
3. APAOC is planning to organize a community out-reach activity in Feb. at Lake Forest Mall as previous year

##### **BCOAG – CAPT Beverly Dandridge** No report

##### **HOAC - CAPT Marta Guerra** No report

##### **JOAG – LCDR Nicole Gaskin-Laniyan** No Report

**VI. OFRD Readiness Update – CDR Sean-David Waterman**

1. 66 officers deployed in response to Haiti earthquake, with 53 on the ground.
2. APHT officers on the USS Baton, assisting with water and sanitation assessments.
3. Liaisons are deployed to the SOC, ACF, USAID, and assisting with IRCT in Haiti.
4. Medical strike teams are in Orlando and Miami, Florida assisting with medical care provision for immigrants, orphans, and citizens.
5. “E” roster will be on call for March deployments if needed.

**VII. COF: 2010 Scientific and Training Symposium – LCDR David Lau**

1. COF Scientific and Training Symposium: MOLC exhibitor space has been obtained
2. MOLC has limited fiscal support available. We are working with COF for funding support
3. Options for morning or luncheon event. Decision made for Breakfast program, May 26, 2010
4. Event name change due to the change in time. New name, ***MOLC Awards Ceremony Reception.***
5. Keynote speaker search underway. Potential speakers include VADM Regina Benjamin, RADM Kenneth Moritsugu, RADM Samuel Lin, Dr. Howard Koh, RADM David Rutstein.
6. Cultural presentation by officers suggested – search underway.
7. Reception theme selection in progress. CAPT Dandridge will coordinate selection process.
8. Next MOLC Awards Reception Planning committee meeting will be on **February 3, 2010, 1200 EST.**

**VIII. ACTION ITEMS - STATUS AND REVIEW**

1. **ACTION ITEM:** Each Minority Advisory Group requested to provide **\$28.00** donation for MOLC website maintenance ASAP. Notification of payment completion to be sent to CAPT Dandridge.
2. **ACTION ITEM:** Minority Recruitment Workgroup Chairperson needed. CDR Chang will send an announcement to call for volunteers (including position description and expectations) to the MOLC representatives. Such announcement will be distributed via each minority group listserv. Due by 2/25/10.

**IX. ADJOURNMENT**

- The meeting was adjourned at 1500 EST.
- Next Meeting: Tuesday, March 2, 2010, 1400-1600 EST.

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**2 March 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Present	LCDR Sally Hu	Representative	APAOC	NIH
Absent*	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
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Absent	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Present	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Absent	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	LCDR David Lau	MOLC 2010 Awards Ceremony Planning Committee Chair	APAOC	DIHS
Present	RADM Helena Mishoe	Senior Advisor	BCOAG	NIH

\* Excused Absence

**IV. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1405EST. Council roll was taken by CDR Michael Weahkee, who volunteered to serve as the Acting Secretary for this meeting. **A quorum was not established** at the start of the call.

**V. Review and Approval of Meeting Minutes**

- Minutes were tabled until the next meeting, as we did not have an established quorum.

**VI. Reports**

**MOLC Chair Report:**

14. In a letter to the Commissioned Corps dated February 03, 2010, VADM Benjamin announced her intention to conduct a national search for the permanent Deputy Surgeon General position. In the meantime and until the permanent Deputy Surgeon General is selected, RADM David Rutstein has been appointed as the acting Deputy Surgeon General and RADM Robert Williams as the Chief of Staff. CAPT Dan Beck will serve as the acting OFRD director.
15. A retirement ceremony for RADM Robert E. Pittman organized by the Pharmacy Professional Advisory Committee (PharmPAC) will be held on March 5<sup>th</sup>, 2010 at the Parklawn Building 5600 Fishers Lane in Rockville, MD, from 2pm-4pm EST. The ceremony will be in Conference Rooms D & E (3<sup>rd</sup> Floor). The ceremony will celebrate RADM Pittman's 25 years

of service in the United States Public Health Service. The PharmPAC has asked MOLC to solicit Junior Officers to serve as Sideboys and Ushers. Interested officers should contact LCDR Jefferson Freedy ([Jefferson.fredy@hhs.gov](mailto:Jefferson.fredy@hhs.gov)) by Tuesday, March 2, 2010 COB.

16. OSG is seeking nomination for exceptional candidates to attend the 117<sup>th</sup> Interagency Institute for Federal Health Care Executives training to be held at the Key Bridge Marriott in Arlington, VA. The course dates are from 12-23 April and the tuition is \$1928 plus hotel if not local. Participants should be at the O-5 or O-6 level (or civil service equivalent). There is no central funding for this course so candidates must be able to secure tuition and travel/hotel if appropriate from their OPDIV/STAFFDIV. There are 4 allocated slots. Interested candidates must submit their C.V. to CDR Gregory Davis ([Gregory.Davis@hhs.gov](mailto:Gregory.Davis@hhs.gov)) at OSG. The deadline has been extended until 05 March.
17. A list of current and future MOLC/minority group activities has been sent to OSG on February 16, 2010. MOLC plans to submit an updated list on quarterly basis. RADM Robert Williams expressed appreciation for keeping OSG informed about our activities.
18. A question regarding MOLC seeking financial support outside of USPHS for the MOLC Awards Ceremony at the 2010 USPHS Scientific and Training Symposium has been clarified by OSG. Unfortunately, it is not possible for MOLC to solicit funding outside of USPHS.
19. MOLC should consider seeking volunteers to set up and staff the MOLC booth at the 2010 USPHS Scientific and Training Symposium.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC –CDR Michael Weahke**

5. The AIANCOAC held its most recent meeting on Thursday, 2/18/2010.
6. The AIANCOAC approved the payment of its share of the MOLC Website costs, in the amount of \$28. The payment information was shared with the committee Treasurer and should be issued in the near future.
7. The committee was also made aware of the fact that we will be responsible for ¼ of the costs of the MOLC Awards Reception event, held during the USPHS Symposium. As soon as those costs are identified, the AIANCOAC will remit payment accordingly.
8. The call for nominations for a Chair of the MOLC Minority Recruitment Workgroup was sent out to all voting AIANCOAC members. To date there have not been any officers express interest in this position.
9. The AIANCOAC presented an honor award to RADM Robert E. Pittman at the retirement reception that was held for him at the Indian Health Service headquarters office on Thursday, February 25, 2010. RADM Pittman was one of the founding members of the AIANCOAC, and continued to provide support and leadership to the committee throughout the years. Most recently he provided the \$1,000+ of seed money for the committee to make a coin purchase, and was reimbursed by the committee as the coins were sold.
10. The AIANCOAC will begin its annual call for nominations for members seeking an appointment from 2011-2013. The deadline for self nominations ends each year on June 30<sup>th</sup>.

**APAOC – LCDR Sally Hu**

1. AOAPC had a training section on Feb. 22nd. The title of the training was "Review and Updates of the USPHS Uniform Policy" and was provided by LCDR Kyle Lyons, the USPHS Uniform Policy Coordinator with the Office of Commissioned Corps Force Management (OCCFM).
2. APAOC organized a community out-reach event at Lakeforest Mall on Sunday, February 21, 2010. There were more than 10 APAOC officers who participated during the event to distribute information and answer questions about the USPHS and APAOC.
3. APAOC announced the call for nominations for the 2010 RADM Samuel Lin Senior Officer Award, the RADM Kenneth Moritsugu Junior Officer Award, and the CAPT Allan Lock Service Award. Nominations will be accepted by this Friday **March 6, 2010**.

**BCOAG – CAPT Beverly Dandridge (excused absence)**

1. Nominations for the Hildrus A. Pointdexter Award and George I. Lythcott Award will open on March 19<sup>th</sup>
2. Revamping of BCOAG's website (new website design) is underway
3. PHS Rank Coins will be featured in a future issue of Front Line.
4. Community Outreach Activities – annual New Orleans Outreach Project – 22 officers registered, 14 participated due to double blizzards and travel limitations. Provided a health fair at a local elementary school, visited universities provided PHS recruitment information, assisted t with community rebuilding activities.
5. Approval process for community activities by OSG is being researched for clarification.

**HOAC - CAPT Marta Guerra (absent)**

No report

**JOAG – LCDR Nicole Gaskin-Laniyan (absent)**

No Report

**VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**

No Report

**VII. COF: 2010 Scientific and Training Symposium – LCDR David Lau**

9. The MOLC Awards Ceremony theme has been selected and it is "MOLC – Unity and Diversity Towards a Healthy Lifestyle." This theme was selected to be in line with the First Lady's and HHS Secretary Sebelius' initiatives.
10. The Subcommittee voted and elected to submit an invitation to RADM David Rutstein to request that he be the keynote speaker at this year's event. A formal invitation will be delivered to him shortly.
11. For the Cultural Presentation portion of this event, the committee is utilizing officers from within their own ranks to perform and to seek local San Diego talent.
12. At this point the subcommittee is leaning towards a Continental Breakfast option, which is no to low cost, and comes with a reception room for the event.
13. LCDR Lau requested that each minority committee please let him know as soon as possible when the final awardees are determined, so that they can publish the names and plan for the



public presentation of their awards. Each minority committee will be provided time to make their presentations, and we will go in order alphabetically as we have in past years.

14. The next MOLC Awards Reception Planning committee meeting will be on **March 10, 2010, 1200 EST.**

### **VIII. ACTION ITEMS - STATUS AND REVIEW**

3. **ACTION ITEM:** Each Minority Advisory Group requested to provide **\$28.00** donation for MOLC website maintenance ASAP. Notification of payment completion to be sent to CAPT Dandridge. – No payments have been received as of 3/2/2010.
4. **ACTION ITEM:** Minority Recruitment Workgroup Chairperson needed. CDR Chang will send an announcement to call for volunteers (including position description and expectations) to the MOLC representatives. Such announcement will be distributed via each minority group listserv. Due by 2/25/10. – A Chair for this Workgroup has not been identified as of 3/2/2010.

### **IX. ADJOURNMENT**

- The meeting was adjourned at 1434 EST.
- Next Meeting: Tuesday, April 6, 2010, 1400-1600 EST.

Respectfully submitted,

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CDR Michael D. Weahkee (AIANCOAC)  
for  
CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**6 April 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
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Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	RADM Helena Mishoe	Senior Advisor		NIH
Present	LCDR David Lau	MOLC 2010 Awards Ceremony Planning Committee Chair	APAOC	DIHS

- Excused Absence

Other attendees: CDR Sheila Merriweather, CDR Jasmine Aizvera, LCDR David Lau.

**VII. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1402EST. Council roll was taken by CAPT Beverly Dandridge. **A quorum was identified.**

**VIII. Review and Approval of Meeting Minutes**

- March meeting – no quorum present. Both February and March minutes were reviewed. CDR Weahkee made the motion to approve. LCDR Sally Hu provided the second motion to approve the minutes with recommended revisions to remove the working groups from the current agenda, and February and March meeting minutes. They will also be removed from the agenda henceforth.

**IX. Reports**

**MOLC Chair Report:**

20. OCCO is in the process of beta-testing and evaluating the new COER instrument during the months of April and May. The expected release date for the new COER is October this year. There will be a supervisor training for the new COER instrument. More information will be provided.
21. OCCO has hired a new FTE to assist with the implementation of billet transformation. An e-mail about the new billet system was sent to CC and civilian supervisors.

22. OSG/HHS is still in the process of reviewing the final number of approved CC officers by PHS agencies to attend the 2010 USPHS Scientific and Training Symposium. OSG/HHS will release the quota by agency as soon as it becomes available.
23. The one week OFRD training in Tennessee for RDF3, APHT3, MHT3 and SAT3 was completed by March 23. This year OFRD focused in operational training instead of didactic training as done in the past. The training was accomplished with great success with close collaboration between USPHS and non-government organizations and state and local health departments.
24. Nominations for Special Assignment Ribbon were submitted for those officers who participated in the OFRD pre-configured deployment teams for at least 3 years in January this year. Eligible officers should have received a notification from the team command about SAR being posted in officers' e-OPF.
25. OFRD, CPOs and Agency Liaisons are in the process of selecting officers to participate in the 2010 Pacific Partnership. OFRD has asked CPOs to nominate candidates (O-6) for the officer in charge (OIC) position for the Pacific Partnership.
26. NIH has selected the new agency liaison, LCDR Tiffany Edmunds. The official announcement will be released in near future.
27. The 2010 promotion benchmarks were taken off the CCMIS website for further revision. There was some discrepancy between the new benchmarks and CC policy.
28. LCDR Stephen has volunteered to serve as the new chair for the MOLC Minority Recruitment working group. He has been in touch with CAPT Pahona, the former chair, regarding the current status of the working group.
29. There are some damages to the current display for the MOLC booth (borrowed from BCOAG). It might be necessary for the 4 minority advisory groups to consider purchasing a new one.
30. MOLC will be forming a working group (consisting of webmasters from the 4 minority advisory groups) to evaluate the migration of MOLC website to the USPHS server. There will be no cost associated with hosting the MOLC website in the USPHS server. However, some technical issues need to be worked out. The current MOLC webmaster, LCDR Andrew Tran, has been working with CDR Williams (OCCFM) in establishing a pilot test program for the MOLC website to be hosted in the USPHS server.
31. MOLC has hosted welcome reception for the previous Assistant Secretary for Health, Dr. Aguwonobi and Dr. Garcia. A reception was planned for Dr. Koh last year, but it was postponed due to time conflict with the SG swearing ceremony. MOLC needs to discuss about taking the responsibility to host the welcome reception for the current and future ASH.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

**AIANCOAC** –CDR Bernard Long  
No report submitted

**APAOC** – LCDR Sally Hu

1. APAOC are reviewing all nominations for the 2010 RADM Samuel Lin Senior Officer Award, the RADM Kenneth Moritsugu Junior Officer Award, and the CAPT Allan Lock Service Award. The results will be announced soon.
2. APAOC announced the call for volunteers for multiple events of this year's APA Heritage Celebrations in next month (May): OCCFM APA Heritage Celebration; FDA APA Heritage Celebration; Parklawn APA Heritage Celebration; and NIH APA Heritage Celebration

3. APAOC had its monthly meeting on March 17<sup>th</sup> and the minutes for this meeting will be available soon.

### **BCOAG – CAPT Beverly Dandridge**

1. Call for volunteers for BCOAG voting members announced. Deadline July 30, 2010
2. BCOAG Social at 2010 USPHS Scientific Training and Symposium will be a Bowling Party on Wednesday, May 26<sup>th</sup>
3. Members of the BCAOG Outreach Committee will participate with a Science & Technology Youth Summit at Bowie High School in Bowie, MD on Saturday, April 24<sup>th</sup>. The officers will participate as panelists and host a display table.
4. Hildrus Poindexter award nominations deadline has been extended to April 9, 2010.
5. BCOAG has suffered the loss of 2 members this calendar year. We are trying to stand tall and move on, as we remember our fallen brothers.

### **HOAC - CAPT Marta Guerra (absent)**

No report

### **JOAG – LCDR Nicole Gaskin-Laniyan**

1. The JOAG meeting was held on March 22, 2010 from 14:00-15:00 (EST).
2. Recommendations for the awardees of the Junior Officer of the Year, JOAG Excellence, and the VADM Richard H. Carmona Inspiration awards will be forwarded to the JOAG Executive Committee for concurrence on or about April 16th. They will then be forwarded to the Office of the Surgeon General for concurrence. The awards will be presented at the 2010 USPHS Scientific and Training Symposium in San Diego, CA.
3. An Awards Guidance Ad-hoc Subcommittee has been formed to update a previously created awards guidance document. The purpose of this document is to provide guidance to junior officers and their supervisors on understanding and submitting nominations for Commissioned Corps honor and unit awards.
4. The Transitional Assistance Program (TAPs) Subcommittee continues to codify a white paper based on the data they collected about the TAPs programs across the county. The focus of the white paper is to provide recommendations for the Commissioned Corps on how to utilize the TAPs programs as a venue for recruiting new Commissioned Corps officers, from other uniformed services. A final version will be sent to OCCO once internal review has been completed within JOAG. **The TAPs Subcommittee is looking for someone to take the lead on future projects.** LCDR David Lau has indicated that he will act in a supporting capacity (Co-Chair) to any officer interested in taking on the Chair position.  
**If interested, please contact LCDR Brett Maycock at [Brett.Maycock@dhs.gov](mailto:Brett.Maycock@dhs.gov) or LCDR David Lau at [David.Lau@dhs.gov](mailto:David.Lau@dhs.gov).** Officers do not have to have prior service.
5. **“Take a Junior Officer to Work” (TJOW) Survey:** Lead: LCDR Robyn Bent
6. Survey used to gauge interest in developing a shadowing program.
7. Survey is now closed. Over 800 officers took the survey (~70% JO, ~30% SO)
8. Subcommittee is working on analyzing the data collected.
9. Findings and recommendations will be summarized into report and submitted to the EC for review.
10. **Next General Member Meeting April 9, 2010; 1300 - 1500 EST.**

**VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**  
No Report

**VII. OCCFM Update – CAPT Laura Aponte (absent)**

1. OCCFM is reviewing the implications of the Health Reform Law on recruitment and retention of PHS officers and the management of this segment of the health workforce.
2. The new COER is ready and OCCFM is conducting a comparison study to determine how it compares with the old COER. OCCFM will be available during COF in San Diego to answer questions from officers on this and other topics.
3. Working with CDC to convert Quarantine Officers to the Commissioned Corps.
4. Reviewing the Consolidated Pay issues and Assignment Incentive pay to address recruitment and retention issues.
5. In collaboration with the PPAC, has been hosting Retention Focus Groups for Medical Officers. These have been going well and will be completed in April. Next step is to use the feedback obtained to create a survey to be distributed to all medical officers. The strength of the medical category has been steadily decreasing for the past twenty years. Retention and recruitment efforts are critical to fulfilling the Corp's public health mission.
6. Developed policies on individual and blanket details to assist with the placement of officers in non-HHS entities to serve in a variety of roles.
7. Collaborating with the Office of the Surgeon General on policies to facilitate reimbursable short tours to non-HHS entities.
8. Sponsored an event in honor of National Women's History Month with RADM Marilyn Gaston (RET) as guest speaker.
9. Planning the Asian Pacific Heritage Month observance in collaboration with OCCO, the Office of Minority Health, the Office of Minority Health Resource Center and APOAC. Additional information will be forthcoming.
10. Additionally, OCCFM is very interested in developing an efficient system to disseminate Cultural Competency information to the Corps. Therefore, on behalf of RADM Canton, I would like to invite the Cultural Competency workgroup to participate in this effort. OFFCM will invite the workgroup to a planning meeting soon.

**VIII. COF: 2010 Scientific and Training Symposium – LCDR David Lau**

- A) MOLC Awards Ceremony Theme
  - Final: **MOLC-Unity in Diversity Towards a Healthy Lifestyle.**
- B) Keynote Speaker
  - RADM Rutstein suggested VADM Benjamin as more appropriate speaker regarding the theme and her initiative. RADM Rutstein will serve as back up if RADM Benjamin can't make it.
- C) Cultural Presentation
  - Due to limited time (70 minutes) the committee decided to hold off on a cultural presentation this year because it will be hard enough to squeeze all the planned awards presentations and keynote address in. Focus will shift to having a good theme for table settings, etc.
- D) MOLC Awards Ceremony Announcement
  - LT Hsu recommended finalizing the program 2-3 weeks before the event so that it is properly advertized.

- Discussion took place on cost for printing the program. LCDR Lau, LCDR Renolayan and LT Hsu will attempt to get the program printed at no cost.

E) MOLC Awards

- LT Eubanks reported that the final deadline for all committee chairs to submit the award recipient results by midnight PST on April 19, 2010 to LT Eubanks and LT Hsu.
- A discussion took place regarding the time limit for awards presentation. The committee agreed approximately 20 minutes should be designated for awards presentation and if the award recipient is not present, the respective minority group will receive the award on his/her behalf.
- Next meeting, respective committee chair will provide information on the individual tasked to receive the award on behalf of the award recipient.
- **Final Results/Awards descriptions and submission due to COA on 28APR10; A MUST MEET DEADLINE**

F) Opening Prayer and Closing Prayer

- CAPT Craig Wilkins confirmed to provide the opening and closing prayer.

G) MC/Welcoming Remarks/Intros

- The committee agreed to follow what was done in the past.

H) Joint MOLC Evening Social Event

- Still up for discussion since some attendees are not staying for the full conference.

I) The respective section leads will provide updates at next meeting.

J) Other items

- Reminder for JR Officers to apply for COF Scholarship- \$ 365 conference fee is covered.
- Will need to solicit for an official photographer to take pictures.

The next MOLC AWARDS CEREMONY PLANNING COMMITTEE meeting will be Wednesday, April 28, 2010 , 1200H – 1300H EST

Teleconference Line: 1-877-917-2797 Passcode: 3942166

## IX. MOLC Booth

1. Volunteers have been received.
2. Purchase of booth and new display banner was recommended.
3. Photos for each minority group should be solicited.

## X. Open Discussion

1. Merge MOLC website to PHS webserver. [Pilot Project]. CDR Andrew Tran needs volunteers from each minority group. Suggested the webmaster from each group work with CDR Tran.
2. BCOAG and APAOC have submitted their donations for website maintenance. HOAC reports donation is pending.
3. ASH reception – MOLC reception for the ASH was postponed due top the Surgeon General's Swearing In Ceremony.
  - a. Should MOLC pursue this activity?
  - b. Should MOLC partner with JOAG for this infrequent reception?
  - c. MOLC will take the lead for the ASH reception, henceforth
  - d. Partnership defined- sharing of coordination and costs
4. All representatives were asked to submit their reports to the MOLC recording Secretary.

5. MOLC to request meeting with Surgeon General before the COF Symposium.  
An email invitation was sent to VADM Benjamin
6. AMSUS: October 31 - November 5, 2010 in Phoenix, AZ. Encourage attendance

**XI. ADJOURNMENT**

- The meeting was adjourned at 1511 EST.
- **Next Meeting: Tuesday, May 4, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**4 May 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Present	LCDR Sally Hu	Representative	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Present	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Present	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Absent	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
<b>Other Attendees</b>				
Present	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	Awards Ceremony Chair	LCDR David Lau.	APAOC	DIHS

\* Excused Absence

**X. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1404EST. Council roll was taken by CAPT Beverly Dandridge.

**XI. Review and Approval of Meeting Minutes**

- AINCOAC report is pending from April. Attendance format revision noted. Meeting minutes approval on hold until next meeting.

**XII. Reports**

32. New COER instrument is expected to be launched in October this year. There will be a session about the new COER at the upcoming Scientific and Training Symposium in San Diego. Also, CAPT Carlos Plasencia is going to make a presentation about the new COER for JOAG in May. Educational materials about the new COER are under development. The new COER, COER instructions, and presentations about the new COER instrument made at the Combined SGPAC/CPO/PAC Chair meeting in April have been forwarded to the MOLC reps.
33. With introduction of the Healthcare Reform Act, among other provisions, officers in the Reserve Corps will be converted to the Regular Corps and a Ready Reserve Corps will be formed. Additional updates will be provided by the Corps.
34. OSG is seeking nominations for the AMSUS Awards. Nominations for the 2010 AMSUS Awards are now being accepted until 30 June. The Awards will be presented at the AMSUS annual meeting to be held in Phoenix, AZ, 31 Oct – 5 Nov, 2010. Detailed information can be found at the AMSUS website <http://www.amsus.org/>.



35. OSG has released a memo approving 400 partially funded individuals from HHS to attend the COF Training Symposium 24-27 May 2010. The slots have been allocated proportionately to Agencies and Offices based on their total number of CC officers. There is no restriction on the number of officers attending the Symposium using administrative or annual leave.
36. The revised 2010 promotion benchmarks are posted on the CCMIS website. The discrepancy between the new benchmarks and CC policy has been corrected.
37. A request to set up a meeting between MOLC and VADM Benjamin to discuss future direction of MOLC activities was sent out by e-mail on April 7. Waiting reply from OSG.
38. Comments from MOLC members regarding the Blanket Executive Agency Details draft policy and Supervisor's Guide to Managing Commissioned Corps Personnel were forwarded to OSG.
39. Update on the MOLC Website Migration working group.
40. Update on the minority group feedback regarding MOLC sponsoring future ASH receptions by itself or in partnership with JOAG. JOAG has asked MOLC for a formal request/proposal about the partnership to sponsor future ASH receptions.
41. Update on the status of MOLC display condition.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC –CDR Michael Weahkee**

- 2010 award recipients announced
- Website migration to PHS completed
- Call for voting member nominations for 2011 due June 30, 2010

##### **APAOC – LCDR Sally Hu**

- 2010 award recipients announced
- Senior officer
- Junior officer
- Allen Service Award
- Call for Asian Pacific American Heritage events volunteers
- Call for voting member nominations for 2011 due June 30, 2010
- Next meeting: May 19, 2010

##### **BCOAG – CAPT Beverly Dandridge**

- Nominations being accepted for Poindexter, Lythcott, and Retired Officer's Recognition awards
- No update on hair policy
- Recruitment subcommittee activities included Wake Tech Community College, University of Houston, and American Pharmacists Association annual meeting future activities include Hampton University, Temple University, and Howard University in the fall 2010.

##### **HOAC - CAPT Marta Guerra (absent)**

- 2010 award recipients announced

##### **JOAG – LCDR Nicole Gaskin-Laniyan**

- Request for formal request from MOLC to collaborate on ASH Reception hosting.

**V. OFRD Readiness Update – CDR Sean-David Waterman (absent)**

No Report

**VI. OCCFM Update – CAPT Laura Aponte**

- COER Revision review available by CAPT Plasencia. Recommend scheduling the session in advance.
- OCCO/OCCFM presentation may 23, 2010 at 9:00 am
- Survey of topics of interest has been sent [pay, benefits, COERs]
- OCCFM and OCCO, OMH, and APAOC will host a Heritage Celebration on May 11, 2010 at 11:00am in the Tower Building. Ret. RADM Moritsugu will be in attendance.
- OCCFM and MOLC - Competency Diversity Workgroup focusing on competencies via African American History Month, Women's History Month, Asian Pacific Heritage Month activities.

**VII. COF: 2010 Scientific and Training Symposium – MOLC Awards Ceremony - LCDR**

David Lau

- All recipient information received
- Flyer sent for estimated attendance to all minority leads. Add your POC. Tally results to LCDR Lau, CDR Chang, LT Hsu.
- Opening and closing players confirmed.
- RADM Rutstein will be keynote speaker. Cultural presentation canceled due to time constraints Cultural diversity table settings to include favors will be used. MOLC Chair will be the MC for the reception.
- Social event – USN Stockdale missile transporter will be in port. Decision was made to forego this opportunity at this time.
- Letter of recommendation for this committee is being considered.
- Housing opportunities at BOQ are still available at Coronado - \$42/night.

**IX. Open Discussion**

• MOLC Website Migration

Each minority group's webmaster is needed to assist LCDR Andrew Tran with this project. Contact information should be sent to the MOLC Chair NLT May 28, 2010. MOLC Chair will send email to HOAC for their webmaster.

• MOLC Reception Hosting Minority Group responses:

AIANCOAC – pending

HOAC – pending

BCAG – yes

JOAG – formal request from MOLC needed. Details of shared duties will be provided accordingly.

Consider combining reception for Assistant Secretary of Health [ASH] and Surgeon General [SG]. Poll all minority groups for discussion at next meeting.

• MOLC Display

a. Last used February 2010 by BCOAG

b. Banner with MOLC poster is worn

c. Recommend new display – estimate \$2500

d. Both and display to be shipped to San Diego – estimate \$150 shipping cost

e. Table top display – 3 sided, with photos of officers

- f. Each minority group has photos – request to review those to be used on the display
- g. Size of photos is limited. CAPT Guerra will be point of contact for this project.

**X. ADJOURNMENT**

- The meeting was adjourned at 1457 EST.
- **Next Meeting: Tuesday, June 1, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**6 July 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Absent*	LCDR Sally Hu	Representative	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Present	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Present	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Present	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
<b>Other Attendees</b>				
Present	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	RADM Helena Mishoe	Senior Advisor		NIH
Present	CDR Sheila Merriweather			FDA
Present	LCDR Dwayne Jarman	Website Migration Lead		

\* Excused Absence

**XIII. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 140 EST. Council roll was taken by CAPT Beverly Dandridge.

**XIV. Review and Approval of Meeting Minutes**

- Motion to approve the April and May meeting minutes made by CDR Weahkee. LCDR Gaskin-Laniyan provided the second motion.

**XV. Chair Report**

- The June MOLC meeting was canceled because there was not a quorum as determined by the MOLC charter.
- Over 100 people attended the MOLC Award Ceremony at the 2010 USPHS Scientific and Training Symposium. The acting Deputy Surgeon General, RADM David Rutstein delivered the keynote speech on behalf of OSG. The MOLC booth was well visited by the conference participants. Those officers who spent time and efforts in organizing and staffing the MOLC ceremony and booth will be recognized with a certificate of appreciation or a nomination for the PHS unit award.

- CAPT Christine Benally and LT Francine Barnett from OCCFM provided a training session for MOLC regarding the new COER instrument on June 8, 2010. The training materials can be accessed at the CCMIS website [http://dcp.psc.gov/COER\\_resources\\_2010.aspx](http://dcp.psc.gov/COER_resources_2010.aspx).
- CDR Christina Lee (primary) and LT Stephen Chang (alternate) have been selected by the MOLC voting members to represent MOLC at the Training and Career Development Steering Committee (TCDSC). The purpose of the TCDSC for the Corps is to engage appropriate stakeholders to (1) Assist in the initial and continued development of professional and officer competency standards, career development guidelines for use in officer training and goals and materials for intermediate, advanced, and executive officer training courses, (2) Recommend content for a central repository/clearing house of training opportunities that can be accessed by officers and (3) Recommend training to ensure the readiness of the Corps to respond to urgent or emergency public health care needs that cannot otherwise be met at the Federal, State, and local level. This TCDSC will consist of 12 officers or senior agency representatives who have been chosen for their understanding of the competencies needed by officers both for career progression and to meet agency needs. The initial membership of this Steering Committee will include: OPDIV/STAFF DIV Representatives, Chief Professional Officer Representative, PAC, JOAG and MOLC representatives well as the OCCO/Director, Training and Career Development, the OFRD/Director, Training and subject matter experts in curriculum development and evaluation.
- RADM Robert Williams, the OSG's Chief of Staff, is planning to retire from USPHS on July 30<sup>th</sup>, 2010. Detailed information about the retirement event will be announced later. MOLC is seeking approval from the 4 four minority advisory groups to purchase a plaque (similar to the one given to RADM Galson last year) to recognize RADM Williams' support to MOLC during his assignment to OSG.
- The OSG is seeking exceptional candidates for the 118<sup>th</sup> Interagency Institute for Federal Health Care Executives training to be held at the Key Bridge Marriott in Arlington, VA. The course dates are from 13-24 September and the tuition is \$1928 plus hotel if not local. Participants should be at the O-5 or O-6 level (or civil service equivalent). There is no central funding for this course so candidates must be able to secure tuition and travel/hotel if appropriate from their OPDIV/STAFFDIV. The deadline for consideration is 26 July 2010. Interested candidates should send their names and CVs through Agency Liaison. Additional information about the institute will be posted at the CCMIS website.
- A Memorandum of Understanding was signed between the OSG and the MOLC (represented by the four minority advisory groups) in September of 1990. This year will be the 20<sup>th</sup> year of MOLC since its inception. CDR Chang, the 2010 MOLC chair, would like to propose that MOLC takes the lead to host a one-day symposium on health disparities (one of SG's priority areas in public health) to celebrate the 20<sup>th</sup> anniversary of MOLC. Please find attached a proposal for the MOLC 20<sup>th</sup> Anniversary Celebration event. CDR Chang has discussed the proposal with RADM Mishoe (MOLC senior advisor) and also with RADM Robert Williams (OSG).
- Officers or raters that are scheduled to transfer or retire on or after 1 July 2010, but before 1 October 2010, will be required to complete a Transfer COER (Commissioned Officers' Effectiveness Report) that will stand as the Annual COER using a hard copy of the revised 2010 COER. This document will be made available only on a request basis by contacting the

COER Coordinator @ [phscoers@hhs.gov](mailto:phscoers@hhs.gov) beginning 1 July 2010. The COER Coordinator will be available for guidance in completion of this document as needed. All completed COERs must be transmitted through the Commissioned Corps liaison to OCCO for placement into the officer's e-OPF.

- LCDR Dwayne Jarman will replace LCDR Andy Tran as the lead for the MOLC Website Migration working group. LCDR Tran will continue assisting the working group as the APAOC representative. LCDR Jarman has successfully coordinated the migration of the AI/ANCOAC and Veterinarian Category websites to the USPHS server.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC – CDR Michael Weahkee**

- New COERS training
- Background investigation upgrades
- Several IHS leadership vacancies occurring this summer

##### **APAOC – LCDR Sally Hu**

- APAOC supported four events of this year's APA Heritage Celebrations in May 2010: OCCFM APA Heritage Celebration; FDA APA Heritage Celebration; Parklawn APA Heritage Celebration; and NIH APA Heritage Celebration.
- APAOC had its Training Session on May 12, 2010 on the topic of the Associate Recruiter Program.
- APAOC had its monthly meeting on May 19<sup>th</sup> and will have another one on July 21<sup>st</sup>, 2010.
- APAOC had its June training section which was a combined MOLC training on the topic of new COER Instrument on June 8<sup>th</sup>, 2010.
- APAOC is planning to hold its October training session on the topic of Promotion.

##### **BCOAG – CAPT Beverly Dandridge**

- Hair policy - Revisions/comments sent to OSG. No updates to date.
- Community outreach –DASH project – July 2010
- OFRD updates – Pacific Partnership 2010 and Continuing Promise 2010 presentations to BCOAG
- Rank coins – available for sale at various OPDIVs
- Memorial donations are still being received for LT Nathan Anderson and CDR Saunders

##### **HOAC - CAPT Marta Guerra (absent)**

- Joining website migration

##### **JOAG – LCDR Nicole Gaskin-Laniyan**

- May meeting minutes not approved. No report

#### **XVI. MOLC Website Migration - LCDR Dwayne Jarman**

- Migration project in progress, with 508 compliance
- Group files must be converted to “asp” files
- Staging server loaded by HHS
- Migrated files posted by OPHS
- BCOAG group contact incomplete
- Future group training pending, to include long term updates. Incumbent chair’s minority group would maintain website for that year.
- MOLC Chair folder would store historical data. Leadership concurrence must be obtained.

**VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**  
No Report

**VII. OCCFM Update – CAPT Laura Aponte**  
No report

**IX. Open Discussion**

**X. ADJOURNMENT**

- The meeting was adjourned at 1506 EST.
- **Next Meeting: Tuesday, August 3, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**3 August 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Present	LCDR Sally Hu	Representative	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Present	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Absent*	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Absent*	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
<b>Other Attendees</b>				
Absent*	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Absent *	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Absent	RADM Helena Mishoe	Senior Advisor	MOLC	NIH
Absent*	LCDR Dwayne Jarman	Website Migration Lead	AIANCOAC	FDA

\* Excused Absence

**XVII. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1410EST. Council roll was taken by CDR Soju Chang.

**XVIII. Review and Approval of Meeting Minutes**

- There was not enough quorum to approve the July meeting minutes. It will be reviewed for approval in the next MOLC meeting.

**XIX. Chair Report**

- The retirement ceremony for RADM Robert Williams, the OSG's Chief of Staff, was held with great success on July 30<sup>th</sup>, 2010 at the Bethesda North Marriott Hotel in Bethesda, MD. As recognition for RADM Williams' support to MOLC, CDR Chang presented a frame with the "table tents" describing the history of the four chartered minority advisory groups and some health facts and initiative for the minority populations. Thanks to LT La Keisha Jones, a shadow box with the four minority group coins was presented to RADM Williams as well. CDR Chang made a donation of \$20 for the shadow box. The cost for the frame will be shared among the four minority groups (\$60 per group). Please submit a check payable to "Commissioned Officers Foundation (memo: APAOC)" and mail it to "Attention: Teresa Hayden, Commissioned Officers Foundation (COF), 8201 Corporate Drive, Suite 200, Landover, MD 20785". Please notify CDR Christina Thompson via e-mail [Christina.thompson@fda.hhs.gov](mailto:Christina.thompson@fda.hhs.gov) about the date of your payment.



- The four minority groups have tentatively agreed to support a one-day symposium on health disparity to celebrate the 20<sup>th</sup> Anniversary of MOLC. MOLC has received the names of approximately 12 volunteers who showed interest in planning and organizing the event. The first group meeting will be held on August 6 between 1200 and 1300. CDR Chang has discussed with OSG and OMH in establishing a partnership to sponsor the symposium.
- RADM Kerry Nessler is leading a small group of officers to address the section on Public Health Sciences Track described in the Patient Protection and Affordable Care Act. It is expected that USPHS will be able to offer scholarship program to approximately 800 students each year and hire faculty as PHS officers in the medicine, dentistry, nursing, public health areas. The payback will be 2 years of services in the field to underserved population for 1 year of scholarship support. It is estimated approximately 80-120 million per year will be needed to fund the scholarship program.
- Comments for the policies on Involuntary Separation, Promotions and Force Management policies from MOLC members have been forwarded to OSG. CDR Chang would like to acknowledge those officers who spent time and efforts in reviewing such policies.
- Please distribute the following documents (see e-mail attachments) regarding the DOD awards: Memorandum on Eligibility Guidelines for Military Campaign Expeditionary, and Service (CES) Medals, Memorandum on Award of Military Decorations to USPHS officers, and Eligibility Guidelines for USPHS Officers to Received DOD CES Medals. Questions or clarifications can be forwarded to CAPT D.W. Chen at [d.w.chen@ha.osd.mil](mailto:d.w.chen@ha.osd.mil).

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC – CDR Michael Weahke**

##### **APAOC – LCDR Sally Hu**

- APAOC is in the process to update its Charter and the voting members are reviewing the first revised draft of APAOC Charter.
- APAOC is in the process to select new APAOC voting members for the 2011-2013 terms from 16 applications.
- APAOC had its bimonthly meeting on July 21<sup>st</sup>, 2010.
- APAOC will have its Training Session on Promotion on August 18, 2010 to be presented by CDR Jeff Murray with the Division of Commissioned Corps Officer Support of the Office of Commissioned Corps Operations.
- APAOC is planning to hold a training session on Updates on the New GI Bill on October 20, 2010 to be presented by Mary Boone.

##### **BCOAG – CAPT Beverly Dandridge (absent)**

- No report

##### **HOAC - CAPT Marta Guerra (absent)**

**JOAG – LCDR Nicole Gaskin-Laniyan**

- **New JOAG Executive Committee for 2010-2011 Operational Year:**

Chair: LCDR Carlos Bell

Chair-Elect: LCDR Damon Smith

Vice Chair: LCDR Yvette Waples

Financial Liaison: LCDR Robin Toblin

Executive Secretary: LCDR Jamie Mutter

The next General Member meeting will be held August 13, 2010 at 1300 - 1500 EST

**XX. MOLC Website Migration - LCDR Dwayne Jarman (absent)**

No Report

**VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**

No Report

**VII. OCCFM Update – CAPT Laura Aponte (absent)**

No report

**IX. Open Discussion**

**X. ADJOURNMENT**

- The meeting was adjourned at 1420 EST.
- **Next Meeting: Tuesday, October 5, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**5 October 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Present	LCDR Sally Hu	Representative	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Absent	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Present	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Absent	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
<b>Other Attendees</b>				
Present	CAPT Laura Aponte	OCCFM Representative	OCCFM	OS
Present	LT Reginald Smith	OCCFM Representative	OCCFM	OS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA
Present	LT Karen Ho	New JOAG Representative	JOAG	AHRQ
Present	RADM Helena Mishoe	Senior Advisor		NIH
Present	CDR Sheila Merriweather			FDA
Present	LCDR Dwayne Jarman	Website Migration Lead		
Present	CAPT MyraTucker**	Alternate for CDR Weahkee	AIANCOAC	CDC

**XXI. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1402EST. Council roll was taken by CAPT Dandridge.

**XXII. Review and Approval of Meeting Minutes**

- Motion to approve the July and August minutes made by LCDR Hu. LCDR Nicole Gaskin-Laniyan provided the second motion.

**XXIII. Chair Report**

42. The acting Deputy Surgeon General RADM David Rutstein retired from USPHS effective October 1, 2010 and CAPT Carol Romano has been appointed as the new acting deputy Surgeon General. The selection for the permanent deputy Surgeon General and Chief of Staff is under review by the OSG and the decision will be made in near future.
43. Reimbursement for the MOLC website maintenance fee (\$28 for each group): AIANCOAC (paid), APAOC (paid), BCOAG (paid), and HOAC (paid).

44. Reimbursement for the token of appreciation presented at the RADM Williams retirement (\$60 for each group): AIANCOAC (paid), APAOC (paid), BCOAG (pending), and HOAC (pending). Please send the check to: Commissioned Officers Foundation (COF) APAOC account, ATTN: Teresa Hayden, 8201 Corporate Drive, Suite 200, Landover, MD 20785. If your committee has an account with COF, you can request a transfer to APAOC account.
45. Endorsement for MOLC to host future ASH receptions in collaboration with JOAG: AIANCOAC (yes), APAOC (yes), BCOAG (yes), HOAC (yes).
46. Endorsement for the MOLC website to be migrated to the PHS server and creation of an HHS portal for MOLC to include a library or archives option.
47. Endorsement for MOLC to sponsor one day symposium on health disparity to celebrate its 20<sup>th</sup> Anniversary: AIANCOAC (final), APAOC (final), BCOAG (final), HOAC (final).
48. As an initiative to increase awareness of MOLC at the Officer Basic Course (OBC), MOLC has agreed to participate in OBC Open Houses scheduled on September 16, October 14 and November 11, 2010. Over 20 officers visited the MOLC table at the September Open House. MOLC was represented by CAPT Dandridge, CDR Soju Chang, LCDR Chauha Pham and LCDR Ruby Lerner. CAPT Dandridge kindly agreed to bring the tent cards for all the four minority groups to be disseminated to the OBC students. The cost for the printing job was US\$75.00 (\$18.75 each group donation requested). LCDR Hawyee Yan has agreed to represent MOLC at the October Open House. Additional representatives from other minority groups are needed. The Open House starts at 6:00PM and lasts approximately one hour. Location- Holiday Inn, Gaithersburg.
49. Voting member (2011 – 2013) packages and Special Assignment Ribbon nominations need to be submitted to OSG by November 30, 2010. Please mail CDR Chang the requested documents by November 26. His mailing address is NIH/NIAID/DMID, 6610 Rockledge Drive, MSC 6603, Bethesda, MD, 20892 – 6601.
50. LCDR Nicole Gaskin-Laniyan will be finishing her term as the JOAG liaison. CDR Chang would like to thank LCDR Gaskin-Laniyan for her contributions to MOLC. The JOAG liaison for next term is LT Karen Ho.

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC – CAPT Myra Tucker**

- New member slate developed
- Bylaws issues are being addressed before the 2011 [i.e., level of commitment, appreciation, guidelines on charter to be addressed]

##### **APAOC – LCDR Sally Hu**

- APAOC has selected six new APAOC voting members for the 2011-2013 terms and in the process to form APAOC leadership team for 2011.

- APAOC Award subcommittee is in the process to prepare the nomination packages for the voting members who are eligible for the Special Assignment Award.
- APAOC is in the process to update its Charter and plans to send it to OSG very soon.
- APAOC announced its annual mentoring program recruitment call.
- APAOC had a training session on Updates on the New GI Bill on August 18<sup>th</sup>.
- APAOC had its bimonthly on September 15th, 2010.
- APAOC will have a training session on *Promotion* on October 20, 2010 to be presented by CDR Jeff Murray with the Division of Commissioned Corps Officer Support of the Office of Commissioned Corps Operations.

#### **BCOAG – CAPT Beverly Dandridge**

- Bylaws are being developed.
- Retention subcommittee is planning a financial planning seminar before the end of the year.
- Mentoring in Medicine conference for junior and senior high school students interested in health care professions to be held November 6<sup>th</sup> in Atlanta and December in New York City. Officers are volunteering to assist with the program.  
\*\*\*RADM Helena Mishoe served as the Grand Marshall for the 105 HBCU National Walk for Health on **Saturday, September 18, 2010**. This was the first effort of the HBCUS to collaboratively participate with healthy fit activities. Alumni and students participated in the activities. Event sponsors included Geico, Aetna, the Navy. Approximately 25 officers participated and raised awareness of health challenges.

#### **HOAC - CAPT Marta Guerra (Absent)**

- September 15- October 15 is the National Hispanic Heritage Month. Please participate with related agency activities.

#### **JOAG – LCDR Nicole Gaskin-Laniyan**

Highlights from the September 10 JOAG meeting

- CAPT Dan Beck, Acting Director of OFRD, has been appointed as the new JOAG Senior Advisor (effective 1 August 2010, 3-year term).
- A Longevity of Service Award proposal has been reviewed by the JOAG Executive Committee and has been forwarded to the PAC Chairs Group for review with a request for their concurrence. An inquiry was made to the Chair of the PAC Chairs Group as to whether he recommends we also forward the proposal to the CPO Board for their concurrence.

NEXT JOAG MEETING: General Member Meeting October 8, 2010; 1300 - 1500 EST.  
Journeyman Series Meeting November 12, 2010; 1300 - 1400 EST.

#### **V. MOLC Website Migration - LCDR Dwayne Jarman**

- a. Update:
- b. The MOLC site is staged here: <http://staging.usphs.cit.nih.gov/corpslinks/molc/> (staging site is not available to the public)

- c. With the assistance of the member groups, all documents are either 100% compliant or has an accessible version.
- d. The resources/links for cultural competency were added.
- e. We have been making the html edits needed and forwarding them to OPHS for posting.
- f. Staging sites are in the same layout and format for: AIANCOAC, HOAC, APAOC. HOAC and APAOC sites have been notified of staging. BCOAG is working on revising and staging their site.
- g. Documentation on site structure and how to make file modifications has been created and forwarded out each member group.
- h. The HHS Portal for the MOLC has been created.
- i. The MOLC can now access and add documents (e.g., minutes, documents) to the portal.
- j. Action requested: Review the staged site and approve the site to be published on the live website.

**VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**  
No Report

**VII. OCCFM Update – CAPT Laura Aponte**

- Introduction of LT Reginald Smith as the new OCCFM representative to MOLC
- “Pause” status –n no new information available at this time
- Ready Reserve status - responders

**VIII. Open Discussion**

Health Disparities Symposium

- i. December 10, 2020 9:00am – 4:00pm at HIS headquarters [Reyes Building]
- ii. Planning committee meets every other week.
- iii. 50% speakers are confirmed
- iv. Announcements placed in Frontline, JOAG and category listserves
- v. Over 40 registered attendees. Capacity of 100
- vi. DCCOA has contributed \$400 toward expenses
- vii. CEUs are pending - \$3,000 for 100 CEUs via HIS; investigating option of free CEUs via FDA
- viii. Broadcast option via Webex [audio broadcast]
- ix. Additional contributions may e be needed from the minority groups
- x. LT Reginald Smith requested to join the planning committee – request approved

**IX. Adjournment**

- The meeting was adjourned at 1451 EST.
- **Next Meeting: Tuesday, November 2, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**2 November 2010**

**Teleconference Line:** 866-815-9815      **Passcode:** 924272

<b>Attendance</b>	<b>Name</b>	<b>MOLC Position</b>	<b>Group</b>	<b>Agency</b>
Present	CDR Soju Chang	Chair	APAOC	NIH
Present	LCDR Sally Hu	Representative	APAOC	NIH
Absent	CDR Bernard Long	Vice Chair/ Representative	AIANCOAC	IHS
Absent	CDR Michael Weahkee	Representative	AIANCOAC	IHS
Absent*	CAPT Beverly Dandridge	Secretary/ Representative	BCOAG	DIHS
Present	CAPT Marta Guerra	Liaison/ Representative	HOAC	CDC
<b>Other Attendees</b>				
Present	LT Reginald Smith	OCCFM Representative	OCCFM	OS
Absent	CDR Sean-David Waterman	OFRD Representative	OFRD	OS
Absent*	LT Karen Ho	JOAG Representative	JOAG	AHRQ
Present	RADM Helena Mishoe	Senior Advisor		NIH
Present	CDR Sheila Merriweather			FDA
Present	CAPT Nancy Bill		AIANCOAC	IHS

\*Excused

**XXIV. Call to Order and Council Roll Call**

- MOLC Chair CDR Soju Chang called the meeting to order at 1410EST. Council roll was taken by CDR Soju Chang.

**XXV. Review and Approval of Meeting Minutes**

- Insufficient quorum to approve the October meeting minutes.

**XXVI. Chair Report**

51. The acting deputy Surgeon General CAPT Carol Romano had her retirement from USPHS on 29 October 2010. RADM Boris D. Lushiniak and RADM Christopher G. Halliday have been appointed as the deputy Surgeon General and Chief of Staff, respectively. CAPT Dan Beck has been appointed the acting director for the Office of Reserve Affairs.
52. CDR Jill Eich, director of Training and Career Development, gave an update about the Commissioned Officer Training Academy at the October combined SG PAC/CPO/PAC Chairs Meeting. New career development course are under consideration and included the Officer Midlevel Course, Officer Advanced Course and Officer Executive Course. Please see the attached presentation slides for detailed information.
53. The 2010 COER Guidance for Commissioned Corps Officers from the Chief Professional Officers (CPOs) does not list MOLC as an example of participation on PHS support activities “Participation on PAC’s, JOAG, COA branches, professional organizations, community service organizations. Indicate the specific nature of your participation and contribution”. CDR Soju



Chang will request the CPO board to include MOLC as an example for future CPOs' COER guidance.

54. To support the upcoming MOLC Health Disparities Symposium, the MOLC has received \$900 donations through COF. Additional \$150 from each of the four minority groups are needed to cover for the expenses related to lunch (for approximately 100 people) and tokens of appreciation for the speakers (i.e., shadow box and coin holders). Please send your committee contribution to Commissioned Officers Foundation (COF) APAOC account, ATTN: Teresa Hayden, 8201 Corporate Drive, Suite 200, Landover, MD 20785. If your committee has an account with COF, you can request a transfer to APAOC account.
55. CAPT Beverly Dandridge, CDR Soju Chang, LCDR Ruby Lerner and LCDR Hawyee Yan represented MOLC at the OBC Open House on October 16, 2010. Several newly called to active duty officers expressed interest in joining the minority officers groups. Next OBC Open House will be held on November 11, 2010 starting at 1800. The location is Holiday Inn Gaithersburg (Walker and Whetstone Room, 2 Montgomery Village Ave, Gaithersburg, MD, 20879).

#### **IV. Chartered Minority Officer Group (CMAG) Reports**

##### **AIANCOAC – CDR Michael Weahkee (Absent)**

No report

##### **APAOC – LCDR Sally Hu**

##### **BCOAG – CAPT Beverly Dandridge (Absent)**

No report

##### **HOAC - CAPT Marta Guerra**

The HOAC Education and Outreach Subcommittee has requested permission to participate in the Third Annual Hispanic Federal Career Advancement Summit, scheduled for November 29-30 at the Natcher Conference Center in the NIH Campus, Bethesda, MD. If approved, the subcommittee will be hosting an exhibit booth and will invite the Recruitment Division of the Office of Commissioned Corps Operations (OCCO) to join us during the event.

HOAC participated at the National Hispanic Heritage Month and had the following volunteers which staffed HOAC's booth: LCDR Janet Cliat, LCDR Carlos Castillo, LT Vesnier Lugo, Capt Vazquez, CDR Madelyn Reyes, and CAPT Aponte.

Dr. Elena Rios, President National Hispanic Medical Association, was invited to be a speaker to represent the Hispanic community at the MOLC Health Disparities Symposium, Dec. 2010.

## **JOAG – LT Karen Ho (Absent)**

JOAG will be conducting the Adopt a Battalion Initiative again this year.

- Adopt-a-Battalion Initiative
  - The Inter-Services Collaboration Committee is going to continue the Adopt-a-Battalion initiative this upcoming year. LCDR Jena McClellan will be heading this initiative.
  - The committee will need leads to collect items to send to battalions overseas. If you are interested, please contact LCDR Brett Maycock, [brett.maycock@dhs.gov](mailto:brett.maycock@dhs.gov) or LCDR Jena Mclellan, [Jennifer.McLellan@med.navy.mil](mailto:Jennifer.McLellan@med.navy.mil).
- JOAG Journeyman Series
  - The next Journeyman Series call will be held on Friday, November 12, 2010. CAPT Holly Williams and CDR Margaret Riggs will discuss their experience on the Haiti Deployment

## **VI. OFRD Readiness Update – CDR Sean-David Waterman (absent)**

No Report

## **VIII. OCCFM Update – LT Reginald Smith**

No report

## **VIII. Open Discussion**

## **IX. Adjournment**

- The meeting was adjourned at 1430 EST.
- **Next Meeting: Tuesday, December 7, 2010, 1400-1600 EST.**

Respectfully submitted,

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CAPT Beverly Dandridge (BCOAG)  
MOLC Secretary

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CDR Soju Chang (APAOC)  
MOLC Chair