

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service
Minutes of the Meeting
16 July 2003

I. LOCATION/DATE/TIME:

Parklawn Building, Room 18-57, Rockville, MD;
16 July 2003; 1205 – 1247 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CAPT Allan Lock	NIH	
CDR Elmer Guerrero*	I H S	
LCDR Jennifer Fan	FDA	Vice Chair
LCDR Paul Jung*	FDA	
LCDR Venkatarama Koppaka*	CDC	
LCDR Sue Newman*	I H S	
LCDR Kenneth Sun*	I H S	
LCDR Samuel Wu*	FDA	Corresponding Secretary
LCDR Elise Young	HRSA	MOLC Representative
LT Kai Chiu*	I H S	
LTJG Jeffrey Vang*	I H S	

B. MEMBERS EXCUSED

CAPT Arnulfo Manangan	CDC	
LCDR Gor Yee Lum	HRSA	
LT Cheryl Lynn Fajardo	HRSA	Chair

C. GUESTS

CDR Pamela Chen	HRSA	
LCDR Nita Sood*	CMS	
LT Marjorie Baldo*	CMS	Acting Executive Secretary
LTJG Vola Ayodeji*	HRSA	
LTJG Gilian Engelson	HRSA	

D. MEMBERS ABSENT

CAPT Rao Surampalli	EPA	
CDR Hoang Nguyen	HRSA	
CDR Sarath Seneviratne	FDA	
LCDR Patricia Garvey	FDA	Treasurer
LCDR Koung Lee	FDA	
LT Julian Canizares	FDA	
LT Janice Kim*	BOP	

E. EX-OFFICIOS

CDR Hung Trinh	FDA	
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III. STANDARD AGENDA ITEMS AND REPORTS:

- A. CALL TO ORDER: The meeting was called to order on 16 July 2003 at 1202 hours by LCDR Jennifer Fan, APAOC Vice Chair.
- B. LCDR Fan welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLE CALL: LT Marjorie Baldo.
- D. APPROVAL OF PAST MINUTES: The minutes from 21 May 2003 were reviewed and approved with corrections. [CLOSED]

IV. TREASURER'S REPORT:

LCDR Patricia Garvey was not present. LCDR Elise Young reported that last month there was one expense associated with the COA Conference. Specifically, the expense of \$11.88 to cover the shipping cost of the exhibit booth from the COA Conference. [ACTION]

V. MOLC REPORT:

LCDR Elise Young reported that the MOLC meeting was held on Sunday, June 15 in which the business was about the exhibits and the awards ceremony. The Awards Ceremony was held on Monday, June 16. The American-Indian Native Officers Group sponsored a casual family dinner in which Vice Admiral Carmona was present. The awards were presented at this evening dinner. The two APAOC awards were presented by the Surgeon General during the Awards Ceremony. CAPT D.W. Chen was presented with the Admiral Sam Lin Award and LCDR Chandrick Gorsch was presented with the Junior Award. Robert Davidson from NY received the award on behalf of LCDR Chandrick Gorsch. LCDR Young also indicated that Vice Admiral Carmona was present for the entire conference, from beginning to end.

The MOLC booth was staffed the entire time during the COA Conference. LCDR Young thanked everyone for their participation in manning the MOLC booth.

Due to technical difficulties, the scheduled MOLC meeting for July 11 had to be cancelled. The next MOLC meeting is August 8, 2003.

VI. BUSINESS:

- A. Sub-Committee Reports
 - 1. AWARDS: CDR Sarath Seneviratne was not available at the time to provide information on this issue.
 - 2. CAREER DEVELOPMENT: CAPT Allan Lock indicated that with regards to setting up a directory of mentors, since there are not a lot of senior officers, that we defer this issue until the changes/transformation associated with PHS is more stabilized. He indicated that it is extremely crucial for PHS officers, especially at this time, to be kept informed of everything that is going on with DCP and with PHS. CAPT Lock reported that each PHS officer is responsible for his/her career, and keeping informed is one way of keeping abreast with changes related to PHS. He also added that CCRF will be one of the precepts for promotions beginning in 2004. In addition to keeping informed, officers need to be aware of the promotion criteria in his/her PAC since each PAC has their own promotion criteria. Participation in COA and PAC is also crucial to an officer's career. Essentially, the bottom

line is that a PHS officer has got to do very well on his/her COER since this is the primary factor that is evaluated for promotion purposes. CAPT Lock also recommended that for promotions, PHS officers should be in a billet that is comparable or higher than his/her current rank.

3. CHARTER: LCDR Elise Young reported that the MOLC and individual charters are currently under review by the Surgeon General's office. LCDR Young reported that a minor editorial change was made to the charters, specifically that the "Function" had to be numbered the same for all charters. The revised charters are with the OSG as of 16 July 2003.
4. MEMBERSHIP AND NOMINATIONS: LCDR Samuel Wu
 - a). LCDR Wu reported there are nine (9) officers rotating off this year, which will create nine (9) vacancies, one being a civilian vacancy. All nine (9) vacancies are accounted for. LCDR Wu has prepared the nomination packets and sent a memo to the Agency Liaison for their concurrence. He is waiting to hear from the Agency Liaisons. He also indicated that the nominations are decided by the sub-committee, and that nominations are chosen based on agencies and geographical location.
 - b). LCDR Elise Young reminded everyone to keep their nomination letters from the Office of the Surgeon General. Specifically, she indicated that if an officer receives a letter from the Office of the Surgeon General acknowledging his/her appointment to a specific committee, this letter should be kept by the officer because it will serve as proof of the officer's active participation in the committee. An officer can be eligible to receive the Special Assignment Award if an officer has shown *active participation* in his/her PAC or committee activities (e.g., APAOC) for three (3) years or 30 days (one meeting is equivalent to one day). One criteria in getting this award is that the officer MUST have a copy of his/her appointment letter.

A question was raised as to APAOC's criteria for "active participation." It was suggested by LCDR Koppaka that APAOC identify basic criteria in order to apply for the Special Assignment Award (i.e. define what the committee deems "active participation"). LCDR Young has the criteria and will provide a copy of the criteria in the introductory packets provided to new APAOC members.
5. PUBLIC RELATIONS: LTJG Jeffrey Vang was not available at the time to provide information on this issue.

B. PAC Reports: CAPT Allan Lock

CAPT Lock indicated that since CAPT Avery was unable to attend some of the MOLC and PAC meetings, he attended these meetings. The reports from these meetings were sent to all APAOC members through the APAOC listserv by CAPT Lock. CAPT Lock announced that the next PAC Chairs meeting is Tuesday, July 22, and the SG PAC meeting is on Thursday, July 24. If the summaries of these meetings are provided to him before the actual minutes are sent out, he will provide them to APAOC members through the APAOC listserv.

C. DC-COA: LCDR Patricia Garvey

LCDR Patricia Garvey was not available at the time to provide information on this issue.

VII. ANNOUNCEMENTS:

1. LT Baldo announced the creation of a new COA branch, specifically the Baltimore Branch of COA. This branch is open to PHS officers assigned CMS Central Office, regional offices, as well

as to those officers living in the Baltimore-Washington area. For further information on joining this branch, please visit their website at <http://www.cms.hhs.gov/groups/coa>.

2. LCDR Fan announced the draft slate of officers nominated to serve as APAOC Executive Committee Members for FY 2003-2004 (beginning October 1). They are as follows:

Chair: LCDR Samuel Wu
Executive Secretary: LT Marjorie Baldo
Corresponding Secretary: LTJG Eduardo Lim

Vice Chair: LCDR Jennifer Fan
Treasurer: LCDR Patricia Garvey
MOLC Representative: CAPT Allan Lock

Subcommittees: Awards, Chair: LT Marjorie Baldo
Membership and Nominations, Chair: LCDR Samuel Wu
Career Development, Chair: LCDR Karen Ann Bryant
Charter and Bylaws, Chair: LCDR Sue Newman
Public Relations, Chair: LTJG Jeffery Vang

3. LCDR Fan congratulated officers recently promoted.

<i>To O-6</i>	<i>To O-5</i>	<i>To O-4</i>
Yukiko Tani	Kenneth Sun	Janice Kim
Pamela Chen	Hye-Joo Kim	Susanna Choi
Frances Gipson	David De la Cruz	Lo Jon Kong
		Sianat Kamal

4. LCDR Fan reported an "Awards write up session" next month: Date: 08-20-03, Time: 1200 hours to 1330 hours, Location: SG Conference Rm. 18-57, which is being held in collaboration with BCOAG. If interested, please contact LT Fajardo and LCDR Hemmingway.
5. LCDR Fan announced that the APAOC Certificate and Recognition Awards will be held in September during the APAOC meeting.
6. CAPT Lock reported that PHS will be hosting the 109th Annual Meeting of AMSUS in San Antonio, TX. It will be held 16 – 21 November 2003. Surgeon General Carmona is encouraging PHS officers to support this meeting.

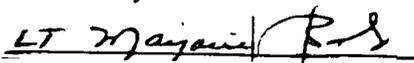
VIII. ADJOURNMENT – NEXT MEETING:

LCDR Fan adjourned the APAOC meeting at 1247 hours and announced that the next meeting is scheduled for 20 Aug 2003, at 1200-1330 hours in the Parklawn Building, SG Conference Rm 18-59.

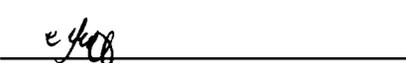
IX. HANDOUTS: (Attached to e-mails by LT Fajardo.)

1. Agenda for 20 August 2003 APAOC meeting
2. Lists of APAOC voting and general/guest members
3. List of Roll Call
4. Draft APAOC meeting minutes for 16 July 2003

Submitted by:


LT Marjorie Baldo
Acting Executive Secretary

Date 7/16/03


LT Cheryl Lynn Fajardo
Chair

Date 07-16-03