

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

17 November 2004

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
17 November 2004; 1206 – 1310 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

*By Teleconference

Note: SC=Sub-committee; PR=Public Relations

CDR Hye-Joo Kim*	CDC	
CDR Patricia Garvey*	FDA	
CDR Astrid Szeto	FDA	SC Chair, Career Development
CDR Darius Yorichi*	IHS	
LCDR Anna Karen Bryant	HRSA	Vice-chair
LCDR Soju Chang	FDA	Chair
LCDR Dan My Chu*	OS, OHRP	
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Paul Jung*	OGHA	
LCDR Narayan Nair*	FDA	MOLC Representative
LCDR Angela Shen*	FDA	MOLC Representative
LCDR Joanne Shen*	IHS	Executive Secretary
LT Gilian Engelson	HRSA	
LT Dianne Paraoan	FDA	Corresponding Secretary
LT Jeffrey Vang*	IHS	SC Chair, PR & Communications
LT Jed Virata*	IHS	
LTJG Eduardo Lim	FDA	SC Chair, Memberships & Nominations

B. MEMBERS EXCUSED

CAPT Allan Lock	NIH	
LCDR Marjorie Baldo	CMS	Treasurer/SC Chair, Awards
LT Susanna Choi	HRSA	

C. GUESTS

CDR Hoang Nguyen	HRSA
LCDR Connie Chung*	FDA
LT Bach Nhi Beasley	FDA
LT Quynh Nguyen	FDA
LT Paul Tsao*	FDA

D. MEMBERS ABSENT

LT Parmjeet Saini	HRSA
LT Jack Sibal	IHS

E. EX-OFFICIOS

CDR Lanchi Nguyen	HRSA	Past Chair, 2000-2001
CDR Elise Young*	HRSA	Past Chair, 2001-2002
LCDR Samuel Wu	FDA	Past Chair, 2003-2004
LT Cheryl Lynn Fajardo	OS, OCCFM	Past Chair, 2002-2003

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 17 November 2004 at 1203 hours by LCDR Soju Chang, APAOC Chair.
- B. LCDR Chang welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLL CALL: LCDR Joanne Shen, Executive Secretary
- D. APPROVAL OF PAST MINUTES: The minutes from the 20 October 2004 meeting were approved with minor corrections.

IV. REPORTS:

- A. CHAIRPERSON: LCDR Chang thanked LCDR Samuel Wu, the past APAOC chair and executive committee and sub-committee members for their dedication and work during 2003-2004 term.

CAPT Allan Lock was excused since his brother, retired LCDR Albert Lock, passed away 2 weeks ago. LCDR Lock was recalled fondly by CDR Astrid Szeto in her work with him on DMAT. He will be missed dearly. Memorial service was announced for this weekend.

LCDR Chang urged all members to make contributions to the APAOC fund. The fund covers expenses such as purchasing plaques for Samuel Lin and Junior Officer Awards, gifts, joint MOLC/APAOC reception and booth cost at annual COA meeting, and website maintenance fee. A donation of \$25 would be appreciated. Please send donations to LCDR Marjorie Baldo, Attn: APAOC, PO Box 997, Eldersburg, MD 21784-0997. Make checks payable to Marjorie Baldo, memo APAOC.

Members were encouraged to participate in sub-committees.

The following sub-committees and their chairs include:

Awards	LCDR Baldo
Charter and Bylaws	LCDR Guo
Memberships and Nominations	LTJG Lim
Career Development	CDR Szeto
Public Relations and Communications	LT Vang

Members were asked to contact LCDR Chang via email (chang@cber.fda.gov) regarding their interests in serving the sub-committees. This participation will help members meet the requirement for Special Assignment Award. For non-voting members, participation in sub-committees can be recognized with a certificate or a letter of appreciation, which will serve as documentation for PHS support activities and be filed in OPF. Co-chairs may be added to sub-committees with concurrence of elected sub-committee chairs if members are interested.

- B. TREASURER'S REPORT: LCDR Marjorie Baldo was excused. No report was made.
- C. MOLC REPORT: LCDR Narayan Nair and LCDR Angela Shen, MOLC representatives, were present. No report was given. LCDR Wu will ask current MOLC Chair, CDR Elijah Martin, to add our new MOLC representatives to the MOLC member list. CDR Elise Young and CDR Lanchi Nguyen volunteered to assist new MOLC representatives. LT Fajardo volunteered to represent MOLC/APAOC in CPO/SGPAC meetings. The MOLC chair and vice-chair will be

rotating off in December. The incoming MOLC Chair and Vice-chair will be from Hispanic Officer Advisory Committee and APAOC, respectively. LCDR Wu will attend MOLC November and December meetings. LCDR Wu or CAPT Lock will provide more information about the role of APAOC in MOLC for the year 2005.

D. SUB-COMMITTEE REPORTS:

- a. AWARDS: LCDR Baldo was not present. APAOC Call for Nominations for Samuel Lin and Junior Officer Awards will be posted in the November issue of COA Frontline and December issue of CC Bulletin. LCDR Chang emphasized that voting members may not be nominated for these awards as stated in the March 2004 minutes.
- b. MEMBERSHIP AND NOMINATIONS: LTJG Lim stated that he would welcome a co-chair. LCDR Chang stated that CAPT Gilbert Rose has received the 2004-2007 member nominations and he is currently working on the appointment letters, which will be signed off by the OSG.
- c. CAREER DEVELOPMENT: CDR Szeto will contact LT Parmjeet Saini to facilitate transition. She emphasized the importance of sharing information regarding promotion processes.
- d. CHARTER AND BYLAWS: LCDR Guo welcomes suggestions or APAOC members wanting to join this subcommittee.
- e. PUBLIC RELATIONS AND COMMUNICATIONS: LT Vang sends out a welcome and invitation to all new officers each month to introduce them to APAOC. He feels that APAOC members should get involved in their respective PACs to share information.
 - (1) APAOC Website: LT Vang is waiting for access codes to modify the APAOC website. LCDR Wu will provide the code. LT Vang will be assisted by his cousin, an IT specialist. APAOC members are advised to review the website at <http://www.apaoc.org> and provide suggestions and comments to LT Vang.

E. PAC Reports:

- a. Pharmacy PAC: (LT Vang)
 - (1) A civilian pharmacist from the FDA came to give a presentation about their duties and information as a civilian. According to a survey of FDA, NIH, CDC, IHS, she informed the PAC that federal employees like their job and benefits better than the private sector. However, the pay parity is not that great and its confusion to understand. For instance, a GS-13 from the VA may not equivalent to someone within NIH or FDA.
 - (2) The Access bonus for the pharmacist has been approved for 2005 by Congress.
 - (3) Deadline for COSTEP this year is December 31, 2004.
 - (4) Penny Coppola is no longer with the Office of Commissioned Corps Operations (OCCO). The office will determine a new Associate Recruiter Program coordinator. If you need materials for the upcoming events, please call 240-453-6235.
 - (5) If there is an event you would like to attend in the coming year, please inform LCDR Christine Bina RPh, Regulatory Management Officer, Office of Generic Drugs, (301) 827-5719 or binac@cdcr.fda.gov. She tries to gather all the programs and make a proposal to obtain funding for the coming year.
 - (6) The IHS has drafted a paper to allow pharmacy students who just entered into pharmacy school to sign up the USPHS. The students will benefit from gaining years while in Pharmacy school and enter IHS as Lieutenant with three years in the service.

- (7) There is a call for pharmacists interested in working in Iraq to help build their health systems and their college of pharmacy.
- (8) If junior officers need help with their OPF or CV, the members recommend going to agency liaison or senior officers first before going to the PAC.

F. Other:

- a. LCDR Angela Shen suggested compiling a summary list of milestones accomplished by APAOC and a list of outstanding and ongoing tasks to be completed, which would include objectives and timelines. LCDR A. Karen Bryant volunteered to assist LCDR Wu and LCDR Chang in compiling the summary lists.
- b. Much discussion was made in support of a mentor program in APAOC. New officers would benefit from advices provided by mentors with similar background and multiple mentors. CDR Szeto encouraged officers, especially those up for the 2005 promotion year, to review their OPFs and ensure that their information is updated for the upcoming promotion. Feel free to contact her at her email address szeto@cder.fda.gov.
- c. LCDR Chang welcomed suggestions from members for existing and future APAOC and sub-committee activities

V. ANNOUNCEMENTS:

- A. LCDR Chang announced that there is a request from Office of Force Readiness and Deployment (OFRD) for basic qualified officers to assist with the Presidential Inauguration on January 20, 2005. Anticipated needs include physicians, nurse practitioners, nurses, physician assistants, and SERT trained liaison officers)
- B. LT Fajardo announced that BOTC will be held at Oklahoma City, IHS, Nov 16-18, 2004. Email marty.oberly@ihs.gov for more information.
- C. LCDR Young reminded voting members to fax their letters of appointment from OSG to OCCO and check the OPF for appropriate documentation.
- D. LT Fajardo reminded officers to find out if they are up for promotion (temporary or permanent) by checking the "secure area" in the CC management information system website (<http://dcp.psc.gov>). Attached is a copy of the PY 2005 Promotion Eligibility Memo from the OCCO Director. Officers eligible for promotion should read this memo carefully and make sure to fax pertinent materials to OCCO no later than December 31, 2004. Anything submitted after December 31, 2004 will not be available to the promotion board for review. CV and Cover Letter should be faxed TOGETHER, not separately. Officers should have their 2004 COERs in the OPF and ensure that all documentations are up-to-date (i.e. BLS, valid licenses, physical examination). Officers should be OFRD "basic" ready by Dec. 31, 2004. A 6th promotion precept has yet to be announced.

VI. ADJOURNMENT – NEXT MEETING:

LCDR Chang adjourned the APAOC meeting at 1310 hours. Next month's meeting is scheduled for December 15, 2004, usual time and place.

IV. HANDOUTS:

- A. PY 2005 Promotion Eligibility Memo

Submitted by:

LCDR Joanne Shen Date: 01/19/05
Executive Secretary

LCDR Soju Chang Date: 01/19/05
Chair