

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

19 April 2006

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
19 April 2006; 1200 – 1300.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

Note: SC=Sub-committee

*participating via teleconference

CDR Hye-Joo Kim	CDC	SC Chair, Career Development
CDR Narayan Nair*	FDA	MOLC Representative
CDR Astrid Szeto	FDA	Chair
LCDR Marjorie Baldo	CMS	SC Co-Chair, Awards & Recognition
LCDR Dan-My T. Chu*	FDA	Treasurer, SC Chair, Membership & Nominations
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Ryan Nguyen*	FDA	SC Chair, Recruitment & Retention
LCDR Angela Shen*	FDA	MOLC Representative
LCDR Joanne Shen*	IHS	Executive Secretary
LCDR Jedeon Virata*	HRSA	
LT Eduardo Lim	FDA	SC Chair, Communications

B. MEMBERS EXCUSED

CDR Darius Yorichi	IHS	SC Chair, Awards & Recognition
LCDR Karen Bryant	HRSA	
LCDR Soju Chang	FDA	Past Chair 2004-2005
LCDR Dianne Paraoan	FDA	Vice Chair, SC Chair, Leadership & Strategic Planning
LTJG Nazmul Hassan	FDA	SC Chair, Public Relations

C. GUESTS

CDR Quirico Cabredo*	DHS	
CDR David Kim*	CDC	
CDR Joannie Shen*	FDA	
LCDR Jenny Doan*	USDA	
LCDR Joy Lee*	IHS	
LT Quynh Nguyen*	FDA	
LT Chauha Pham*	NIH	SC Co-Chair, Membership & Nominations
LT Jeffrey Vang*	IHS	
LT Jerry Zee*	IHS	

D. MEMBERS ABSENT

LCDR Susanna Choi	FDA
LCDR Parmjeet Saini	HRSA
LCDR Jack Sibal	IHS

E. EX-OFFICIOS

CAPT Allan Lock (Ret.)*	NIH	Past Chair 1990-1993
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III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 19 April 2006 at 1200 hours by CDR Astrid Szeto, APAOC Chair.
- B. MEMBER ROLL CALL: LCDR Joanne Shen, Executive Secretary
- C. APPROVAL OF PAST MINUTES: The minutes from the March 2006 meeting were not approved since changes were pending.

IV. REPORTS:**A. CHAIRPERSON:**

1. If a voting member has an excused absence and it is not reflected in the meeting minutes, please let LCDR Joanne Shen and CDR Astrid Szeto know for correction. If a voting member needs to miss a scheduled meeting, please notify CDR Szeto for an excusal in advance. If you have an unforeseen circumstance that comes up, APAOC will try and work things out. Not routinely participating in monthly scheduled meetings without excuse is not only unfair to other voting members, but it is unfair to actively participating general members who are willing and capable of becoming voting members.
2. At 1300 today, we will have a presentation on free training opportunities for CC officers through the Learning Portal of HHS University by Ms. Katrina Poole. CDR Szeto asks everyone to check that your computer is set up for this presentation using the Microsoft Office Live format for the visual part of the presentation. The instruction was sent most recently yesterday by LT Engelson.
3. On Saturday, 22 April 2006, a group-facilitated APFT for CC officers will be held at the outdoor tracks of Prince George Community College and Watkins Mill High School in Gaithersburg. Contact CDR George Lyght at george.lyght@fda.hhs.gov for PGCC and CDR Jim Simpson at james.simpson@fda.hhs.gov for WMHS.
4. For CC officers up for permanent and temporary promotion this year, do not let your APFT lapse for even one day. If you cannot wait until 4/22/06, then ask any active-duty officer (need to know their PHS number) to do it for you on an individual basis. All the needed information is posted on the OFRD website. Make sure you and your tester know the proper process (correct way for doing the tests and the passing score). Make sure you enter your result in OFRD website, or it will not count. Mail a hard copy of the result to the Medical Affairs Branch in Parklawn Building. CDR Szeto has been an evaluator for years and is happy to be a tester if needed.
5. Make sure you check the OFRD website regularly to ensure that you still meet basic readiness standard. Check immunizations, PPD testing, licensure, etc. to make sure they are still current. CC officers don't want to miss being promoted due to this kind of technicality.

6. Thirteen officers got together for lunch last Friday, 14 April 2006 at a Korean restaurant in Rockville and had a grand time. Mark your calendars for 11 May 2006 from 1200 to 1300 at Bob's Noodles in Rockville. An announcement will be sent late next week. There will be a casual get-together for officers in Denver at the COA conference, likely 1 May 2006.
7. CDR Szeto thanks LT Christopher Lim and LT Amy Chanlongbutra for helping with social events. An officers' family picnic is being planned for most probably September 2006. Field officers, please let CDR Szeto know if you are in town visiting, so that an informal get-together can be planned.
8. The military flight from Andrews AFB and/or Atlanta, GA to Denver, organized by the HSO category, has not yet been confirmed yet. LCDR Baldo will send information regarding the final confirmation of this flight.
9. Any female officers needing free lodging (because they are paying their way for the COA conference) and desire to share a room, please contact CDR Szeto. CDR Szeto encourages all CC officers to consider sharing rooms with officers attending the COA conference without agency support. Eliminating flight and lodging cost may open up door for more officers to attend.
10. Deployment for the Hurricane Response is still ongoing. If you are interested and your supervisor approves, contact OFRD and tell them your deployment role and times of availability.
11. The APAOC coin was received last week. The Coin ad hoc Subcommittee Chair LTJG Hassan is on deployment. LCDR Paraoan and CDR Lanchi Nguyen are members of this SC. Ninety of the 320 coins have already been sold. Congratulations and thanks to LT Fajardo for selling the first 85 coins. CDR Szeto sold 5 coins at the luncheon last Friday. CDR Szeto will bring coins for sale at the COA conference. It will be cash and carry transaction; she prefers check made out to COF (memo: APAOC coin) since she doesn't want to carry a lot of cash while traveling. Her cell number is 240-449-5555 to contact her at the conference to buy a coin. The coin will not be sold at the MOLC booth. Ads have been sent to Frontline and the Bulletin for announcement of the APAOC coin. The ad will also be distributed through the CPOs to different categories. The ad and order form are available on the APAOC website. LTJG Hassan can mail coins to officers in the field. If you work near Parklawn, plan to pick up from CDR Nguyen. If you work near White Oak, plan to pick up from LCDR Paraoan. CDR Szeto states "Be proud to be a Commissioned Officer, especially an APA officer – carry an APAOC coin with you in case someone challenges you!"
12. APAOC is donating 2 APAOC coins to support the Rocky Mountain COA Branch for their raffle during the COA conference in Denver to raise funds for the Color Guard equipment. They were given permission for this event. Raffle tickets are \$5 each or \$20 for 5. No need to be present to win. The first prize is a PHS sword (worth over \$400), the second prize is a full set of BDUs with patches (no boots) and sized to fit the winner. Please contact CDR Lee Hanley at hanley.lee@epamail.epa.gov for raffle tickets.
13. After discussion with the leadership at OSG and OFRD, APAOC will not be participating at the reunion of the 14th Air Services and 987 Signal Corps WWII veterans in the Memorial Day weekend.
14. New Business: A USAF engineer in Iraq, LTC Nelson Toy, brother of LCDR Phillip Toy, is looking for clothing and school supplies donations for the local Iraqi students. Voting members voted affirmatively to support this cause. APAOC will collect individual checks and send one check to LTC Toy so he can procure what is needed. Since LTJG Hassan is on deployment, send your check to CDR Szeto at 11804 Enid Drive, Rockville, MD 20854. Make checks out to COF (memo: APAOC- Iraq Donation). The entire amount is tax-deductible. CDR Szeto will send out notification once your check has been received. Please send check out by end of next week.

B. TREASURER REPORT:

1. LCDR Chu gave her report.

2. Current account has \$1477.67 in APAOC account. The monies are in a Commissioned Officers Association Foundation account. All checks sent for APAOC should be made out to COF and list APAOC in the memo line. All donations are fully tax deductible.
3. Checks made out for the APAOC coin are not tax deductible since merchandise is received.
4. LT Engelson will send out mailing addresses for donations on the APAOC listserv.

C. MOLC REPORT

1. LCDR Angela Shen reminded everyone that the MOLC Breakfast at the COA conference will be held from 0730 to 0845 on Thursday. The ASH has declined, however, the Surgeon General will be present. The location is the Grand Ballroom. Please RSVP to CDR Nair ASAP for final headcount by next week.
2. The program is a robust program with new elements not found in previous years. A traditional opening prayer by a member of the Lakota Sioux tribe will start the ceremonies, followed by opening talk by LCDR Angela Shen. SG Carmona will then give a 10-15 minute talk. Then, the respective chairs of the 4 groups will present the awards. The order of presentation will be reverse alphabetical. Closing remarks will be followed by a Lakota Sioux honor song to honor the awardees. Each of the 4 groups will also present their groups' coin to the SG. Finally, the awardees will stand in single file line to be greeted and congratulated by the recipients in a clockwise manner. A photographer will be present to document the ceremony. 15 minutes at the end of the program will allow for mingling and additional photos. The program will be a tight one since the length has been cut by 25 minutes from previous years. Contact LCDR Angela Shen with any questions.
3. The Iraq donation activity (LCDR Toy) has presented an opportunity for all four groups to work together. APAOC will chair this support with the other 4 groups.
4. BCOG is organizing an informal reception (meet and greet) in honor of the new ASH in August/September 2006. APAOC will help organize the rest of the groups to assist BCOG.
5. Next SG PAC meeting will be cancelled for next week due to short amount of time.
6. MOLC Breakfast agenda will be posted on APAOC website as soon as it is available, and LCDR Shen hopes to see fellow APAOC officers there.
7. AIANOAC will sponsor drumming demonstration at the BBQ on Thursday night closing ceremony.
 - a. CDR Nair has 8 people already RSVP'd for the MOLC Breakfast. Please RSVP ASAP. He will distribute the list to ensure he has not missed anyone.

D. SUB-COMMITTEE REPORTS:

1. AWARDS AND RECOGNITION:
 - a. CDR Yorichi has been excused. LCDR Baldo will give report in his absence. She thanks all who participated in the voting process in selecting the 2006 awardees.
 - b. This was a successful voting process for APAOC.
 - c. 17 award nominations were received: nine for the RADM Samuel Lin Award and eight for the Junior Officer Award.
 - d. The successful awardees were notified on 4 April 2006 by CDR Yorichi via email. CDR Hung Trinh received the RADM Samuel Lin Award. LCDR George Ceremuga of IHS received the Junior Officer Award.
 - e. All 17 nominees were notified of their status.
 - f. Each winner will receive a plaque as well as a certificate for their OPF file. LCDR Ceremuga is confirmed in attendance of the COA conference. APAOC is still waiting to hear on whether or not CDR Trinh will be able to attend.
 - g. LCDR Baldo can send a JPEG file of the plaque appearance to anyone who is interested.
 - h. CDR Szeto thanks the SC for a grand job.
2. CAREER DEVELOPMENT:

- a. CDR Kim stated that last week LCDR Kamal sent out an email to everyone to update the mentor/mentee list. All interested officers should respond by end of the month to stay on the mentor/mentee list. If you are newly interested, contact LCDR Kamal via an email of your name, category, rank, work email and phone. A new update list should be available by May 2006.
 - b. CDR David Diwa will probably speak in July 2006 will speak about International Experience and Technical Assistance Program that is offered by CDC. He spent 3 months in Botswana.
 - c. August 2006 meeting will probably be cancelled, per CDR Szeto due to vacations taken by many officers during this time.
 - d. In September, CDR Rector will speak about Uniformed Services Protocol.
 - e. CDC has very good training opportunities. One of these is the Clinicians Terrorism Update on 2 May 2006. Go to CDC website for more information. Another one is the Public Health Training Network. In July, they are speaking about after Katrina experiences. In August, they will be speaking about Mass Antibiotic Dispensing VI: alternate method.
 - f. LT Engelson will forward the listserv information to members in the weekly FYI.
 - g. CDR Szeto has been working with OCCO on a "comprehensive" list of training opportunities. This includes long term (advanced degrees programs) and short term (continuing education) opportunities, broken down by category and also onsite/offsite. It includes programs that are free or with reduced rate tuition for PHS officers. She has been fine-tuning this list since last year and it should soon go to OCCO for approval. Until OCCO can post it on their website, CDR Szeto volunteered to post it on the APAOC website. Any short-term training opportunities will be sent out on the weekly FYI instead. To keep maintenance low, the website training opportunities will be updated no more than once a month.
 - h. Please notify CDR Kim of any good training opportunities.
3. CHARTER AND BYLAWS:
- a. LCDR Guo will send sample SOPs to SC Chairs to assisting in writing up their own SOPs.
 - b. CDR Szeto suggested SC Chairs to jot down helpful ideas for future SC Chairs until the SOP pamphlet is available.
4. COMMUNICATIONS:
- a. LT Lim will post coin purchasing information on the website by COB today.
 - b. The online membership application form link is now working.
 - c. LT Lim recommends referring new members to the website for more information to decrease email burden on LCDR Chu.
 - d. Comments and suggestions should be emailed to LT Lim and cc'd to CDR Szeto.
 - e. APAOC is waiting for OCCO approval to put long-term training opportunities on the APAOC website.
5. LEADERSHIP AND STRATEGIC PLANNING:
- a. LCDR Paraoan was excused from the meeting. CDR Szeto gave the report. Updated goals and objectives have been received from most of the sub-committees. Those SC chairs who have not yet replied, please send your information as soon as possible. The draft plan will go to SC members next week and then onto CDR Szeto for final approval, likely after the COA conference. In June 2006, an update on these goals and objectives will be provided.
6. MEMBERSHIP AND NOMINATIONS:
- a. LCDR Chu will send to the voting members the revised voting membership application form. Criteria on how to vote in a new voting member will also accompany this form. The SC recommends that the general and voting membership applications be separated

- out on the website. She has received emails from general members that they were confused with which online form they were supposed to complete. Voting members are asked to give the SC as much feedback as they can about the forms.
- b. LCDR Chu says that the general membership totals 104 (including voting members). There are more people on the APAOC listserv than registered members.
7. PUBLIC RELATIONS:
 - a. LTJG Nazmul Hassan was excused and was not available to give report.
 8. RECRUITMENT and RETENTION:
 - a. LCDR Ryan Nguyen received an email from OCCO that there are 330 APA officers in the CC. He feels there is a lot of work to be done to encourage these officers to join APAOC.
 - b. The SC is working on a survey for officers to ask what they know about APAOC and what they expect from APAOC. This will be forthcoming.
 9. ad hoc APA HERITAGE MONTH:
 - a. LCDR Quynh Nguyen, a SC member, stated that the APA planning committee decided to have educational posters for different countries at the Parklawn celebration on 24 May 2006 from 1130 to 1300. So far, there are volunteers to make posters for Japan, Phillipines, Vietnam, Korea. Still need volunteers to make posters for the Pacific Islands and other Asian countries. Posters need to include: location, map, basic demographic facts, interesting facts, photos of people and places to add color. To ensure consistency, Kaye Nitaof the Program Support Center will be purchasing the poster materials. APAOC members interested in helping should contact LCDR Nguyen or LCDR Paraoan to contact Valentine Liu of HRSA. Agenda is still in progress of completion.
 - b. On 18 May 2006, there will also be a brown-bag event at Parklawn.
 - c. On 25 May 2006, there will be a workshop on Cultural Fluency.
 - d. The kickoff will take place on 4 May 2006 at the Humphrey Building. The agenda still needs to be finalized.
 - e. Per CDR Szeto, the APA Summit Meeting will be held 3 May 2006 in DC (the same week as the COA conference.) If you are unable to attend the COA conference and you can get Administrative Leave, consider attending the APA Summit. It is free and last year they provided lunch boxes. Register on-line at www.apasummit.gov.
 - f. On 25 May 2006, APAOC is again co-hosting DHHS APAnet from 0900-1300 at the Fisher Building (next to Parklawn). This is a leadership training and awards ceremony. RADM Moritsugu will be the keynote speaker. The training topic is presentation skills and API in American from a motivational speaker. There is no cost. Food sampling will be available. A flyer will be forthcoming. Volunteers who can help with logistics, please contact CDR Szeto.
 10. ad hoc APAOC COIN MERCHANDISING:
 - a. LTJG Hassan is currently deployed. SC members LCDR Paraoan and CDR Lanchi Nguyen are responsible for merchandising. See Chair report.
 - b.
 11. ad hoc KATRINA COIN:
 - a. Profits from this coin will probably be split between different groups. Some suggestions include giving APAOC's money to Katrina victims. This coin only available at the COA conference. Contact CDR Szeto if you want a coin. Coins are \$10 each and are very nice.

E. PAC Reports: No reports.

IV. ANNOUNCEMENTS:

A. None

VI. ADJOURNMENT – NEXT MEETING:

CDR Szeto adjourned the APAOC meeting at 1300 hours, seconded by LCDR Chang. Next month's meeting is scheduled for 17 May 2006.

VII. HANDOUTS:

None

Submitted by:

LCDR Joanne Shen Date: 04/19/06
Executive Secretary

CDR Astrid Szeto Date: 04/19/06
Chair