

ARIZONA-1 DMAT

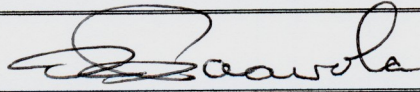
STANDARD OPERATING PROCEDURE

Subject:

DEPLOYMENT ROSTER DEVELOPMENT

SOP NO.
02-10

Approved by
Team Commander:



Effective Date:

A. STATEMENT OF PURPOSE

To provide an accurate listing of those AZ-1 DMAT employees available for deployment during the team's assigned on-call months or other roster requests as designated by the National Disaster Medical System (NDMS).

B. POLICY

The AZ-1 Administrative Section Chief (ASC) is tasked by NDMS with the duty of acquiring and entering into the Resource Management System (RMS), the names of those employees who are available to deploy during a back -fill month, on-call month or other event/activity requiring a roster.

C. PROCEDURE

1. NDMS will notify the Team Commander (TC) and ASC that the new roster has been posted in RMS for completion. The TC will notify all employees to report to the ASC with deployment availability for the required timeframe. The roster must be completed by a date specified by NDMS Field Operations.
2. The Training Officer will forward to the TC, DTC and ASC quarterly, the names of those employees who have not completed the required NDMS on-line training modules.
3. The Chief Medical Officer will forward to the TC, DTC and ASC annually, the names of those employees who have not met the physical/medical requirements for deployment as required by NDMS. Medical waivers may be granted for certain medical conditions. However, some medical conditions may also prevent an employee from filling a position on the roster for some situations and not for others. The TC and CMO will determine these situations prior to preparing the final roster.
4. The Chief Medical Officer will forward to the TC, DTC and ASC quarterly, the names of those employees who do not meet immunization requirements as specified by NDMS.
5. The ASC will review license (if required), certifications (if required) to verify the employee meets all required NDMS deployment requirements.
6. Once the employee has been cleared by the TC, DTC and ASC as meeting **ALL** of the NDMS and Team requirements as to their deployability, their names will be placed into the correct job position within the team selections in the database.

7. Those employees who are not placed on the on-call roster will be added to the RMS roster as "Stand-by Personnel (reserved for the team only) or Back-fill" (may be utilized by another On-Call team). It will be noted in the database as to the dates employees will not be available during the month.
8. Upon completion of the roster, the TC will review and approve.
9. The ASC will submit the completed roster to NDMS for employee vetting and the TC will submit the completed roster to the team.