

(draft)

## ASEAN Center of Military Medicine Regulations of the Personnel

### 1. General

The ASEAN Center of Military Medicine has established a Code of Practice for personnel. This is to be used as the framework for the operations of the ACMM involving personnel.

### 2. Objectives

To systematize the personnel operations within the ACMM through standards and regulations.

### 3. Guidelines for personnel

#### 3.1 Personnel recruitment

3.1.1. Secretariat chief (Annex II)

3.1.2 Others (Annex II)

#### 3.1 Personnel retention

3.1.1 The personnel division makes records of necessary documents and stores them for implementation of operations, such as policy files, daily logs, and operational procedures.

3.1.2 Personnel reports – the personnel division will operate as follows:

3.1.2.1 Summarise the total number of personnel for daily operations to the Secretary-Chief of the ACMM at 0900 on a daily basis.

3.1.2.2 Monthly personnel report to the Secretary-Chief of the ACMM within the 3rd day of the following month.

#### 3.2 Personnel management

3.2.1 Personnel will be allocated to positions suitable to their skills and qualifications and will be approved by the ACMM Board of Directors through the recommendation of the Secretary-Chief of the ACMM.

3.2.2 ACMM Secretariat-Chief shall evaluate personnel performance twice a year (May and December)\*, based on chief of section recommendations.

#### 3.3 Personnel Service

3.3.1 Business leave - Permission to leave is at the discretion of the Secretary-Chief of the ACMM. Business leave is allowed for a limited time

without compromising the performance of the ACMM and must be no more than 45 days of the fiscal year.

3.3.2 Vacation leave - Consider a rotation of no more than 20% of the total amount of personnel of the ACMM at any given time, with the amount of leave not exceeding 7 days at a time. Leave granting is at the discretion of the Secretary-Chief of the ACMM, and must not compromise the performance of the ACMM. Vacation leave must be no more than 10 days of the fiscal year, or a total of no more than 30 days of vacation leave was not taken the previous financial year.

### 3.3.3 Personnel rights

3.3.3.1 All salaries and benefits - the country sending the representative is responsible. Member countries can send representatives to serve at ACMM but must be approved by the Military Medical Services Director beforehand.

3.3.3.2 When working in special missions or in the field, personnel shall receive an allowance (15.15 USD/ day for local mission and 100 USD/day for oversea missions).

### 3.4 Discipline, rules, and regulations

3.4.1 All personnel must comply with the rules, regulations, orders, and customs of the ACMM, and must not behave in contravention of local traditions and culture.

3.4.2 Personnel must not engage or participate in any illegal activities.

3.4.3 Access in to and out of the area is strictly controlled and the principles of security must be strictly adhered to.

## **Annex I:**

### **Protocol for selection and improvement of ACMM Secretariat Chief**

#### **Responsibilities :**

Refer to: ACMM SOP-001: General Administration, The Secretariat Chief shall be in charge of the Secretariat Office which is the main operational component to operate the Center following the approved policy framework and work plans.

#### **Qualifications :**

1. Active Duty Officer of Military Medical Services of ASEAN Member State who was assigned to work for ACMM with their own Expense.
2. Experience in Military Medicine Coordination among ASEAN and Plus countries.

#### **Step 1: Recruitment process**

1.1 In any case when a Secretariat Chief is about to vacate, the Secretariat Chief must inform the ACMM Board of Directors for further consideration to recruiting qualified nominations from the member states.

1.2 The Secretariat Chief collects candidate details from the member states and informs the ACMM BOD the details accordingly.

#### **Step 2: Selection process**

- 2.1 In ACMM BOD's Meeting, the Secretariat Chief arranges a session for each candidate to characterize their vision statements and handle Question and Answer session, for further consideration of scoring by ACMM BOD.
- 2.2 The ACMM BOD has each candidate's hidden scores and presents to the Chairman of ACMM BOD. (Skip to step 2.3) if there is only one candidate.)
- 2.3 The Chairman of ACMM BOD announces the name of the best candidate scored by ACMM BOD.

### **Step 3: Approval Process**

3.1 The ACMM BOD discuss and make a consensus decision on appointing the candidate to the position.

3.2 Once the ACMM BOD reaches an agreed consensus decision without critical evaluation of alternative viewpoints, the Chairman of ACMM BOD approves and make an appointment announcement.

3.3 If it ends up with no consensus decision, the process will repeat from step 1 again.

## Annex II : List of ACMM personnel

Secretariat Office	Position	Person	Remark
	Secretariate Chief of ACMM	1	4-year term
Information Section	Chief of Information Section	1	Minimum 1-year term (rank not specified)
	Medical Data Collection Branch	2	
	Data Analysis Branch	2	
	AMMAT	4	
Planning and Operation Section	Chief of Planning Section	1	
	Operation Branch	2	
	Joint Training Branch	2	
	Public Relations Branch	1	
Coordination Section	Chief of Coordination Section	1	
	LOs From the AMS and Plus Countries	1	
Communication and Information Technology Section	Satellite – Communcation Branch	1	
	Radio Transmission Branch	1	
	Information Technology (IT) Support Branch	1	
Adminstrative Section	Chief of Administrative Section/Personal Branch	1	
	Logistics Branch	2	
	Financial Branch	2	
	Clerk	5	

- Note :
1. Personnel recruitment will be conducted annually in the BODs annual meeting
  2. In each position, personnel to be consider ; are as follow
    - 2.1 Personnel has worked in that position since last year.
    - 2.2 Personnel propose by MMS of AMS (to be canidate)
  3. ACMM Secretariat chief will consider personnel in 2.1 by Evaluation Performance\* and 2.2 by qualification details from MMS of AMS and endorse the recommendation to BOD for approval