

ACMM Liaison Officers Manual (LOs Manual)

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Abbreviation

ACMM = ASEAN Center of Military Medicine

ACMM BODs = ASEAN Center of Military Medicine Board of Directors

ACMM LOs = ASEAN Center of Military Medicine Liaison Officers

ACMM CO = ASEAN Center of Military Medicine Coordination Officers

ACMM SOP = ASEAN Center of Military Medicine Standard Operating Procedures

ADMM = ASEAN Defence Minister's Meeting

AHA Centre = The ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management

AMS = ASEAN Member State

CIQs = Custom Immigration Quarantine

CT = Counter Terrorism

EOC = Emergency Operation Center

HADR = Humanitarian Assistance Disaster Relief

MED POC = Medical Point of Contact

MMS = Military Medical Services

MNCC = Multinational Coordination Center

MOOTW = Military Operation Other Than War

POC = Point of Contact

REDCON = Readiness Condition

TOR = Term of Reference

VTC = Video Teleconference

A. Introduction

1. ASEAN Defence Ministers' Meeting (ADMM) has adopted the concept paper on establishment of ASEAN Center of Military Medicine (ACMM) and its term of reference (TOR) in order for ACMM to be the central node in military medical activities among AMS, dialogue partners and relevant agencies. The ACMM was established in Bangkok, Thailand and officially inaugurated in April 2016.

2. In accordance with article 13 of the standard operating procedures (SOPs) of the ACMM for general administration (2016), SOP-001, which was adopted at 2nd ACMM Board of Directors' (BODs) meeting in Chonburi, Thailand; the ACMM shall develop SOPs for the support of Military Operations Other Than War (MOOTWs).

3. This ACMM Liaison Officers Manual is drafted to be utilized as guidelines and operational procedures for ACMM Liaison Officers (LOs) which appears in TOR of the ACMM

B. The Definition of ACMM LOs

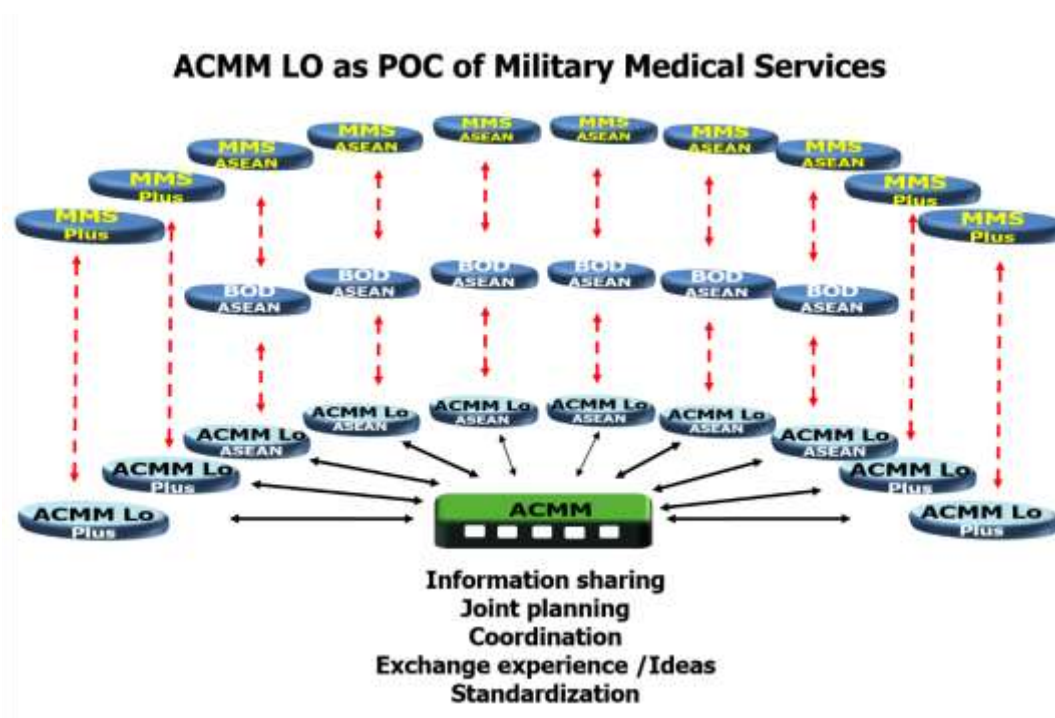
The terms of ACMM LOs are the authorized representatives from the AMS and Plus Countries who work in the Coordination Section which was mentioned in SOP 001 Article 8.12

C. Roles and Responsibilities of ACMM LOs in Normal Situation

1. Working with Coordination Section. The Coordination Section is composed of the LOs from the AMS and Plus Countries. (SOP 001 Article 12.3.1 and 2). LOs work together with ACMM coordination section which Chief of Coordination Section being the head of this Section.



To ensure maximum coordination, LOs will coordinate all relevant issues between ACMM and the Military Medical Services (MMS) of AMS and Plus Countries.



2. Participate in ACMM LOs' Meeting (SOP 001 Article 20.2.1) to obtain knowledge and build competencies among LOs from the AMS and Plus Countries and to have an opportunity to physically know each other and create harmonization.

3. Participate ACMM LOs' VTC Meeting that be conducted every Thursday, 4th week of month 1400 hr (GMT+7) which have guideline for VTC meeting as below, (SOP 001 Article 20.2.2)

Guideline for VTC meeting:

- 3.1 The communication signal must be excellent.
- 3.2 Chief of coordination section will coordinate with LOs via E-mail and Optional Mean of Communication (Whatsapp).
- 3.3 The room for Conference is number 1004 and the IP address is @210.1.28.14
- 3.4 Request use earphone to communicate because if you are on speakerphone, your voice will interfere with communication.
- 3.5 On successful log in, you will see 3 pictures including operations room and all participant, presentation and your own face.
- 3.6 Please ask for permission before speaking.
- 3.7 Please bring along ACMM LOs'VTC minutes of meeting duly corrected prior to attending ACMM LOs'VTC Meeting on Thursday, 4th week of the month.

4. ACMM LOs of the AMS and Plus Countries shall be Joint Staffs of Planning and Operation Section.

- 4.1 Participate in the collective training and exercises.
- 4.2 Participate for development of Joint Military Medicine Plan for their own countries in accordance with ACMM SOPs
- 4.3 Contribute in the planning of ACMM research activities.

5. ACMM LOs from the AMS and Plus Countries shall act as Point of Contact (POC) from the MMS.

5.1 Gather information related to resources and capabilities of Military Medicine from respective country for data tank repository.

5.2 To coordinate between ACMM and the AMS.

5.3 Under permission of their organizations/agencies, LOs may be requested to be ACMM representative of ACMM's activities in their own countries

5.4 Gather information related to Medical practice regulation, Pre-registered lists, Custom Immigration Quarantine (CIQs) process from respective country for data tank repository.

5.5 ACMM LOs will receive spot report from ACMM and distribute at all levels.

In case of, LOs is located in affected state and the situation is escalated LOs will find more medical information in the country and inform ACMM for update. They are require to monitor the REDCON if the REDCON 3 is declared, then the LOs will act the role in HADR operation.

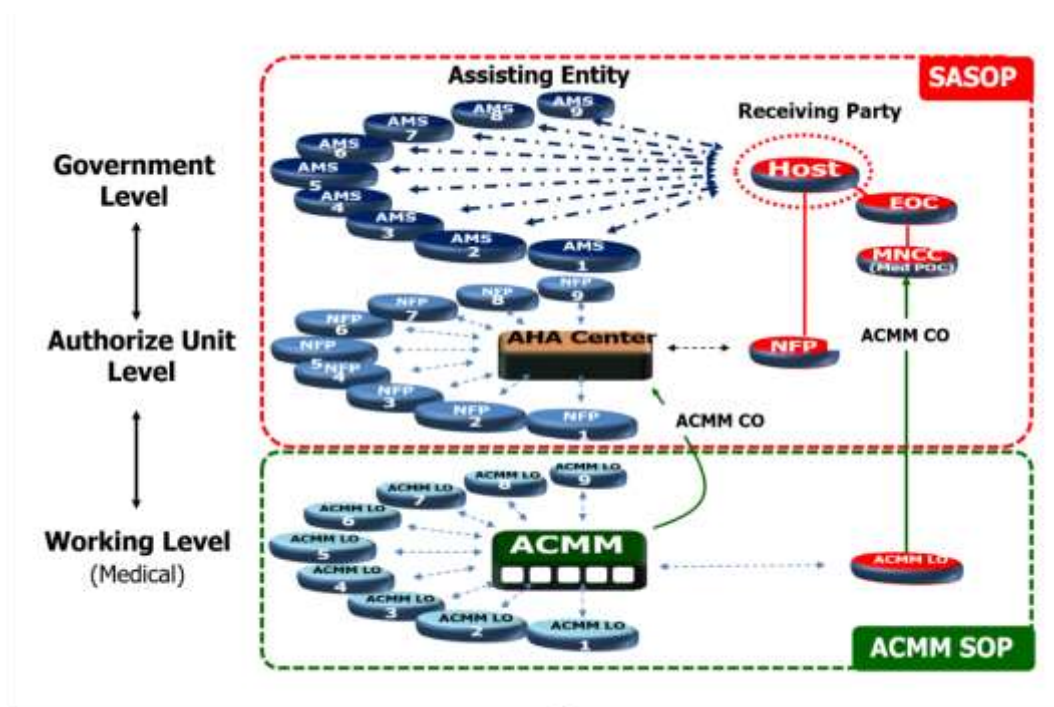
5.6 ACMM LO gather all other country specific information needed to fill in ACMM Form 1-7

D. Roles and Responsibilities of ACMM LOs in HADR operation

1. The ACMM will assign ACMM LOs of affected state to be the ACMM Coordinating Officers (ACMM CO) at the Multinational Coordination Centre (MNCC) or the National Coordination Center located in the affected state. (SOP 002 .D.a)

2. The ACMM CO stationed at the MNCC or the National Coordination Center will regularly exchange medical information with the MED POC. The medical information conveyed to the ACMM must be approved by the MED POC and/or competent authorities of the affected state. (SOP 002 .D.b)

3. The ACMM may assign the ACMM CO to be stationed at the AHA Centre and/or the International Coordination Agencies. (SOP 002 .D.c)



4. ACMM LOs shall be utilized in coordination with AMS' Armed Forces guidelines, in Readiness Condition (REDCON) The level of operational readiness of the ACMM is called "Readiness Condition" or "REDCON". It is divided into 3 levels: (SOP 001 8.8) and (see ANNEX 1)

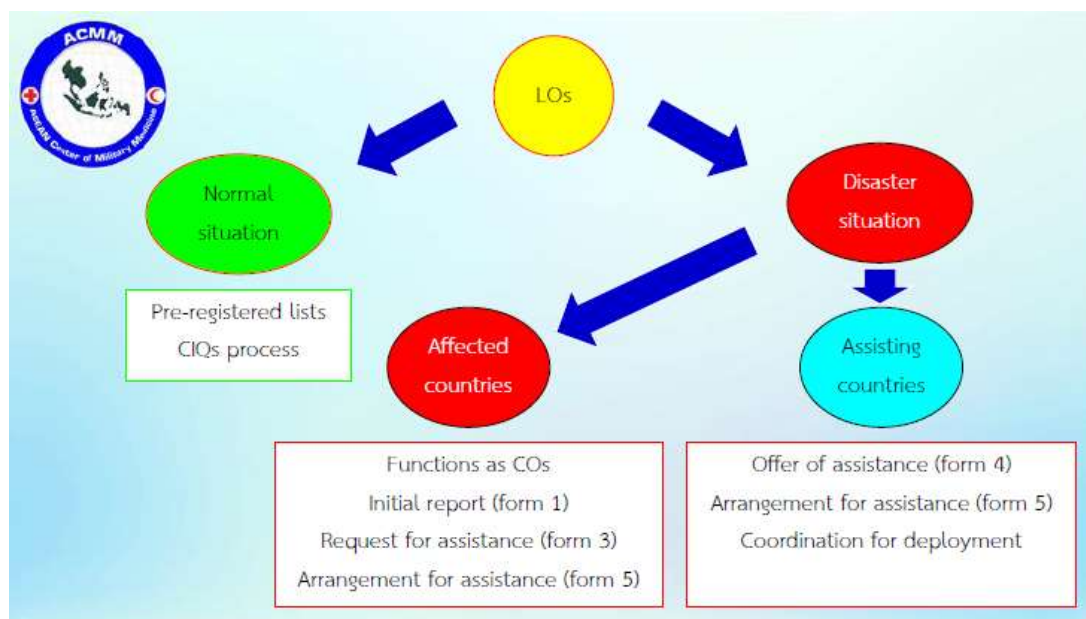
- 4.1. Operating in normal situations (REDCON-1)
- 4.2. Operating in semi-emergency situations (REDCON-2)
- 4.3. Operating in emergency situations (REDCON-3)

NOTE:

Emergency Situations : (REDCON-3) The Emergency situations like Natural/man-made (Including maritime disasters) and terrorism which occur in the ASEAN region on a large scale that require the ACMM to proceed with the mobilization of the military medical resources from the AMS and Plus Countries in order to coordinate with assisting countries to provide medical assistance to the affected states. In this situation, the ACMM shall declare **REDCON-3**.

Crisis Situations: The Crisis Situations include Natural/man-made (Including maritime disasters) and terrorism which occur in the ASEAN region. It reflects significant impacts on the affected states, resulting in the announcement of the " **State of Emergency**" and consequent request for assistance from other countries to respond to the challenges by the affected states.

Critical Areas: This refers to affected areas in the AMS in which large- scale maritime disasters or terrorism or natural or man-made disasters have occurred. It reflects massive devastation, resulting in the request for assistance from other countries to respond to the challenges made by the affected country.



5. Role of ACMM LO (Affected Country)

5.1 ACMM LO of the disaster affected countries shall immediately provide an initial report to the ACMM within **3 hours** of the occurrence of the incident using **ACMM Form 1 (Initial report)** (See SOP 002 Annex C). The following are the contact details of ACMM that can be used to transmit the reports;

- a) Email : coordinate@acmm-asean.org
- b) ACMM LO's Whatsapp group
- c) Telephone (Direct Line) : +662 354 3823
- d) Facsimile (Fax) : +662 354 3823

5.2 Under Permission of MMS ACMM LOs shall be authorized functions as ACMM Coordination Officers or "ACMM COs" refers to the authorized officers of the ACMM who shall be sent to the Emergency Operation Center (EOC) and/or Multinational Coordination Center (MNCC) of the affected states, and relevant agencies in order to coordinate and facilitate the deployment of military medical assistance to the affected areas/states.

5.3 ACMM LOs request for medical assistance from other parties directly or through ACMM based on pre-registered resources and capacities in ACMM data tank. The LO of the affected countries shall fill up **ACMM Form 3** (Request for Assistance) (see Annex D).

5.4 ACMM LO shall acknowledge or responds to the offer of assistance preferably **within 1-2 hours**. (see SOP 002 Annex E)

5.5 ACMM LO shall conduct and facilitate the joint plan

5.6 ACMM LO prepare and submit report on the situation and outcome of actual provision of assistance. (see SOP 002 Annex J)

5.7 ACMM LO report on status of assistance provided. (ACMM FORM 6) (see SOP 002 Annex J)

6. Role of ACMM LO (Assisting countries)

6.1 ACMM LO received ACMM Form 2 (Medical Information) from ACMM.

6.2 ACMM LO received ACMM Form 3 (Request for Assistance) from ACMM.

6.3 ACMM LO/Competent Parties review the request and determine whether assistances are available as in ACMM Data tank. (see SOP 002 Annex D) ACMM LO report to the Chain of Command.

6.4 ACMM LO accomplish the ACMM Form 4 (Offer of Assistance) and submit to ACMM. (see SOP 002 Annex E)

6.5 ACMM LO facilitate the joint action plan of both countries. (see SOP 002 Annex F)

6.6 ACMM LO accomplish the ACMM Form 5 (Contractual Arrangements for Assistance) and submit to ACMM. (see SOP 002 Annex F)

6.7 ACMM LO monitor the Mobilization and on site deployment of assets and capacities. (see SOP 002 Annex G and H)

6.8 ACMM LO monitor continuously the Disaster situation and prepare ACMM Form 6 (Report on status of assistance provided) and submit to ACMM. (see SOP 002 Annex J)

6.9 ACMM LO accomplish ACMM Form 7 (Final report from assisting country to ACMM) and submit to ACMM after Demobilization of Assistance and Reporting. (see SOP 002 Annex K)
