



Policy Number:	16-002	Policy Version:	1.0	Effective Date:	November 15, 2015
Policy Title:	National Disaster Medical System (NDMS) Active NDMS Intermittent Employee				
Approval Date:	November 12, 2015				
Signature:					
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Title:	Acting Director, Division of National Disaster Medical System				

Purpose and Scope:

The National Disaster Medical System (NDMS) is predominantly staffed by intermittent personnel that are trained and capable of responding to support the nation by providing a varying range of public health and medical capabilities. In order to remain in a preparedness posture and ready to respond, this Policy defines the requirements of NDMS intermittent staff to remain in an active status with their assigned teams and the system.

Reference:

Code of Federal Regulation, Title 5, §340

Roles and Responsibilities:

Intermittent Employee:

- Compliance with all mandatory training as instructed and prescribed by the Division Director, NDMS as required to meet Departmental and/or Federal Regulatory requirements.
- Maintenance of current profile information in the Response Management System (RMS), which includes phone number, email address, mailing address, emergency contact, and travel profile. The information will be submitted to the Team Administrative Officer for input as changes occur.
- Maintenance of current required profile information in the Defense Financial and Accounting Service (DFAS) myPay System (<https://mypay.dfas.mil/mypay.aspx>).
- Maintain accessibility and timely responsiveness to team leadership.
- When assigned to a clinical based position such as Physician, Registered Nurse, etc. maintenance of active clinical credentials and jurisdictional Licensure/Certification through the NDMS credentialing authority.

- If assigned to a team that participates in normally scheduled rotation rosters, where the team is on call every 4 months, intermittent employee is to be available for and remain available during an assigned rotation month. The minimum requirement for individual availability is based upon 50% of the assigned rotation months per calendar year. Example: Team X with assigned rotation months of March, June, September, and December, will provide timely notice prior to and remain available for deployment during the rotation month, for at least two of these assigned months of the calendar year.
- If assigned to a team that participates in a normally scheduled rotation rosters, where the team is on call more than 4 months, intermittent employee is to be available for and remain available during assigned rotation month. The minimum requirement for individual availability is based upon 25% of the assigned rotation months per calendar year. Example: Team Y with assigned rotation months of January, March, May, July, September, November, will provide timely notice prior to and remain available for deployment during the rotation month, for at least two of these assigned months of the calendar year.

Consequences of Noncompliance

The above requirements as listed comprise the minimum standards. Although noncompliance with the above may not result in a direct personnel action, it does necessitate a review within the Division with the NDMS Headquarters and the intermittent employee's team leadership to determine corrective actions to be taken. Each action reviewed will be treated on a case-by-case basis and should not be considered as precedent. Violation of the Active NDMS Intermittent Employee Policy could include a letter of reprimand, temporary or permanent suspension, or dismissal from federal service.

Review of this policy will occur biennially.