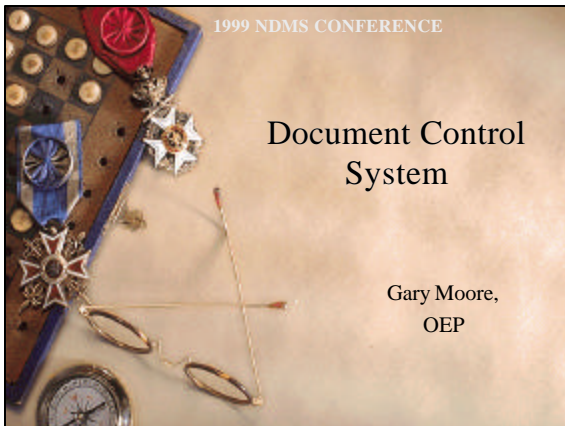


# DOCUMENT CONTROL SYSTEM



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### Objectives

- ◆ Review Document Control System
  - Document Review Process
  - Opportunities for input
- ◆ Composition of review group
- ◆ Decision making process
- ◆ Integration of changes in the system

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- ◆ Process will be established that clearly outlines how input is received and changes are incorporated into the Health and Medical Response System Manuals to ensure that they are effective, efficient and current.

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### Document Control System

- ◆ Process begins with the distribution and implementation of the current manuals:
  - Operations Description Manual
  - MST Operational System Description
  - Response Teams Description Manual
    - DMAT
    - NMRT/ WMD
    - DMORT
    - VMAT

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### Document Control System

- ◆ As the Manuals are incorporated into the Health and Medical Response System, recommendations for change or improvement will come from, but not limited to:
  - Training
  - Exercises
  - Mission After Action Reports
  - Other Federal Agencies
  - User comments

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### Document Control System

- ◆ A calendar or time frame must be established that identifies when recommendations for changes will be reviewed:
  - At least on an annual basis
  - Process to address changes that need to be made on a timely basis (immediate/critical)

# DOCUMENT CONTROL SYSTEM

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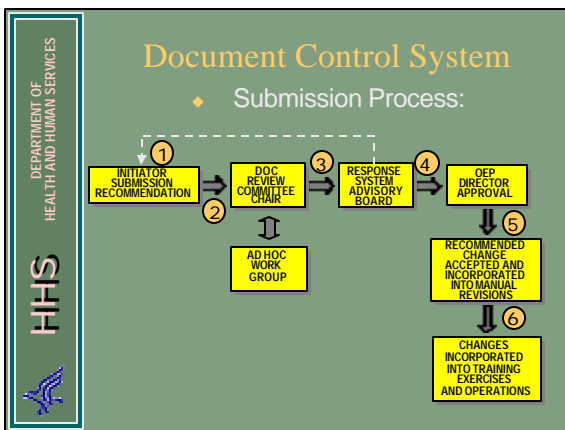
## Document Control System

- ◆ A framework will be established to:
  - Address the input
  - Resolve conflicts
  - Identify solutions
  - Incorporate final outputs
- ◆ HHS/OEP Document Review Committee

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## HHS/OEP Document Review Committee

- ◆ Chair - DERO Division Chief
- ◆ DASS Division Chief
- ◆ DPD Division Chief
- ◆ OEP/EOC Director
- ◆ NDMS Partnership:
  - DOD Representative
  - VA Representative
  - FEMA Representative
- ◆ Team Representatives:
  - MST
  - DMAT
  - DMORT
  - NMRT / WMD
  - VMAT
- ◆ Other representatives as needed



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## Document Control System

- ◆ When a submission for change is received by the Document Review Committee Chair, the consideration of the request may require further background or other information before a recommendation can be made:
  - An Ad Hoc Work Group may be convened to address specific issues

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## Document Control System

- ◆ The Work Group report their findings to the Chair with their recommendations for accepting, amending or rejecting the proposal(s).

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## Document Control System

- ◆ The Document Review Committee Chair would then forward the revised proposal to the full Document Review Committee:
  - Acceptance
  - Amendment
  - Rejection

# DOCUMENT CONTROL SYSTEM

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## Document Control System

- ◆ Agency Approval
  - Document Review Committee Chair forwards recommendations for system changes to OEP Director for:
    - Approval
    - Amendment
    - Rejection

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## Document Control System


- ◆ Approved changes would be:
  - Incorporated into Manual revisions
  - Training courses
  - Field exercises
  - Mission operations

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## Document Control System

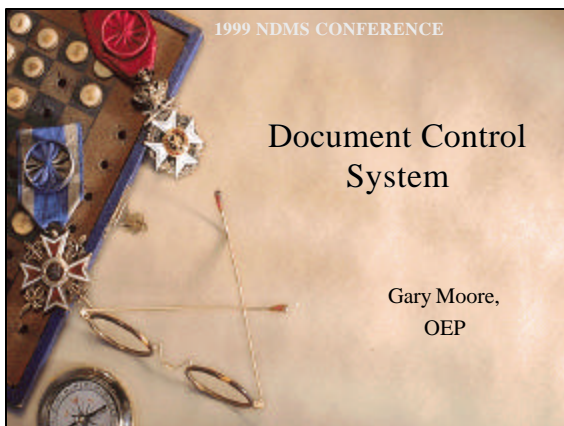
- ◆ The Document Review Committee Chair will provide feedback to the person/entity submitting the input and advise them of the resolution and final result of the request.

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## Questions about the Document Control Process?

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## Document Control System

Gary Moore,  
OEP