



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 5450.1B
09 Oct 03

NMRCD INSTRUCTION 5450.1B

From: Officer-in-Charge, Naval Medical Research Center Detachment
To: Distribution List No. 3

Subj: MISSION AND ORGANIZATION MANUAL OF NMRCD

Ref: (a) OPNAVINST 3120.32 Series
(B) NMRCINST 5400.1S
(C) NMRCINST 5402.1C
(D) NMRCINST 5420.5D

Encl: (1) NMRCD Organizational Manual

1. Purpose. To establish and issue the Organizational Manual for the Naval Medical Research Center Detachment (NMRCD), Lima, Peru, following the standard naval organization structure provided in reference (a) with the succession to command and collateral duties promulgated by reference (b) and reference (c) respectively.

2. Cancellation. NAMRCINST 5450.1B

3. Objectives.

a. To provide a comprehensive and clearly defined organizational and functional description of the Naval Medical Research Center Detachment.

b. To assign duties and responsibilities to the Directorates and Department Heads.

c. To direct coordination and cooperation among the Department Heads.

4. Status. NMRCD is under the military command of the Naval Medical Research Center and is an active operating status under an Officer-in-Charge.

5. Action. All Directors/Department Heads will ensure their sections of the organizational manual are kept current. Recommended changes to this manual will be submitted to the Officer-in-Charge.

J. K. BAIRD

ORGANIZATIONAL MANUAL

For

NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU

Unit 3800
APO AA 34031

Enclosure (1)

CHAPTER I

ORGANIZATION AND MISSION

1.1 Mission. To support the mission of the Naval Medical Research Center in the conduct of infectious diseases and tropical medicine research and development in its assigned geographic area; and to perform such other functions or tasks as may be directed by the Chief, Bureau of Medicine and Surgery or his representative.

1.2 Function Statements. Under the direction and guidance of the Commanding Officer of the Naval Medical Research Center. The following functions will be carried out:

a. To conduct basic and applied research in the areas of infectious disease and tropical medicine of interest to the U.S. Navy, the Peruvian Navy, the people of the Republic of Peru and other countries within South America.

b. To maintain laboratories in Lima and Iquitos in cooperation with the Peruvian Navy Medical Department and Ministry of Health.

c. To provide or undertake such other appropriate functions as may be authorized or directed by higher authority.

1.3 External Organization and Command Relationship.

The Naval Medical Research Center Detachment, Lima-Peru is a subordinate detachment of the Naval Medical Research Center, Silver Spring, Maryland.

1.4 Status.

The Center is in an active operating status under an Officer-in-Charge.

1.5 Command and Support.

The Detachment is under the command of the Commander, Naval Medical Research Center. Command is exercised through the Officer-in-Charge, (OIC) Naval Medical Research Center Detachment. Support is provided by the U.S. Embassy, Lima, Peru and the Director, Centro Medico Naval, Peruvian Navy.

CHAPTER II

2.1 Officer-in-Charge.

a. The Officer-in-Charge is the Medical Department Officer specifically assigned to that billet by the Commander, Naval Military Personnel Command. In the temporary absence of the OIC, the officer designated by the OIC shall per reference (b) act as the OIC. The OIC is responsible for policy direction and coordination of all internal and external functions of the Detachment. Military command is executed from the OIC to his subordinates through established channels of seniority, precedence, and delegation of authority.

b. The OIC is charged with command, organization, and management of the Detachment in carrying out its mission effectively and economically. The OIC is directly responsible to the Commanding Officer, Naval Medical Research Center, Silver Spring, Maryland. The OIC is responsible for the Detachment's operations, including assignment of work, expenditure of funds, assignments of personnel, establishment of operating procedures, and internal organization.

2.2 Global Emerging Infectious System (GEIS) Program Coordinator.

The Global Emerging Infectious System (GEIS) Program Coordinator is a U.S. Military Medical Department Officer, Public Health Service Officer, U.S. Civil Servant, or equivalent health professional assigned to NMRCD under an Interagency Professional Agreement.

The GEIS Program Coordinator serves as the primary advisor to the OIC in all matters relating to the planning and management of the GEIS Program. The GEIS Program Coordinator shall:

a. Maintain routine communication with the DoD GEIS Program Central HUB at the Walter Reed Army Institute of Research to insure that the NMRCD GEIS Program remains consistent with DoD GEIS Objectives.

b. Coordinate with the NMRCD Science Department Heads and assigned science professionals to develop and update a NMRCD DoD GEIS plan that is consistent with DoD GEIS objectives.

c. Serve as the primary NMRCD GEIS spokesperson and representative.

d. Insure that NMRCD GEIS Program plans are coordinated with host nation surveillance efforts in keeping with a primary GEIS Program goal of local capacity building.

e. Prepare an annual GEIS Program funding distribution plan for the OIC's approval.

f. Routinely review the status of NMRCDD GEIS Program initiatives and recommend changes as required.

g. Direct a NMRCDD GEIS Program Office that is responsive to internal and external queries regarding NMRCDD GEIS Program plans and activities. The GEIS Program Office will also maintain a complete record of GEIS Program Directives, Plans, and Reports. Supervise assigned GEIS Program Office personnel.

h. Coordinate the NMRCDD-based training experiences of DoD health Professionals who have been awarded DoD GEIS competitive travel grants.

i. Prepare all required oral and written reports on NMRCDD GEIS Program Plans and Accomplishments.

2.3 Director for Administration.

The Director for Administration (DFA) is the officer who is assigned to that billet by the Commander, Naval Military Personnel Command. In the temporary absence of the Director for Administration, the officer designated by the OIC shall assume the Director for Administration's duties.

The Administrative Officer (AO) is the Director for Administration and is responsible to the OIC for all administrative matters. The AO advises the OIC regarding the administration of the Detachment and assists the OIC in the formulation of administrative policies, standards, and directives. The AO shall act independently on those matters which do not require the personal attention of the OIC. The Director for Administration shall:

a. Issue the directives necessary to meet the operating requirements of the Detachment.

b. Improve operating procedures and solve administrative problems.

c. Maintain current information regarding laws, regulations, policies, and instructions that pertain to Naval and Medical Department administration in general and to research establishments in particular.

d. Recommend the assignment of staff officers and supervise assignment of enlisted personnel.

- e. Review all official correspondence that involves the OIC.
- f. Screen all travel and training requests and make recommendations for disposition.
- g. Prepare Enlisted Performance Evaluations of military personnel assigned to the Detachment.
- h. Assign military functions such as extra military instruction, inspections, and working parties.
- i. Maintain liaison with the American Embassy Lima, Peru and PSD Puerto Rico.

2.4 Special Assistants/Collateral Duty Assignments.

- a. Standing Administrative Boards, Committees, and Collateral Duties are promulgated per enclosure (1) of reference (c).
- b. The Safety Officer is a special assistant to the OIC and has direct access to the OIC in those matters of safety, hazardous materials, hearing conservation, sight conservation, respiratory protection, radiation safety, medical surveillance including blood borne pathogens and any aspect of the Navy's occupational safety and health programs.
- c. The Senior FSN Advisor is a special assistant to the OIC who will liaison with the Ministry of Health, Universities, and Peruvian military, advise on host-country perspective on human/animal use, ethics, and serve as a consultant on FSN personnel issues when requested by the OIC.
- d. The Institutional Animal Care and Use Committee Chairman (IACUC) is a special assistant to the OIC responsible for advising IACUC Committee members on all matters pertaining to institutional animal care and use program.
- e. The Equal Employment Opportunity (EEO) Advisor is a special assistant to the OIC for all matters pertaining to Command Managed Equal Opportunity (CMEO) and ensure an avenue exists for personal to air grievances and concerns.

f. COLLATERAL DUTY ASSIGNMENTS

- 1) Agency Program Coordinator
- 2) Automated Information Systems Security Officer
- 3) Awards Board Committee
- 4) Biosafety Committee
- 5) Career Counselor
- 6) Command Fitness Coordinator
- 7) Command IRB Coordinator
- 8) Command Managed Equal Opportunity Officer
- 9) Commissary Coordinator
- 10) Controlled Substances Control Officer
- 11) Chairman, Controlled Substance Inventory Board
- 12) Correspondence Control Officer
- 13) Custodial Services Manager
- 14) Drug Screening Coordinator
- 15) Energy Conservation Officer
- 16) Facility Management/Space Utilization Committee
- 17) Freedom of Information Act (FOIA)/Privacy Act Officer
- 18) Hazardous Material/Chemical Hygiene Program Officer
- 19) Housing Officer
- 20) ICASS Representative
- 21) Imprest Fund Cashier
- 22) Information Management Officer
- 23) Internal Review Officer
- 24) Institutional Animal Care and Use, Chairman
- 25) Legal Officer
- 26) Library Officer
- 27) Milcap Program Officer
- 28) Military/Civilian Personnel Officer
- 29) MWR Coordinator
- 30) Occupational Health Physician/Infectious Disease Officer
- 31) Official Mail Control Officer
- 32) Petty Cash Auditor
- 33) Physical Security Review Board
- 34) Position Management Officer
- 35) Position Management Committee
- 36) Property Manager
- 37) Publications Manager
- 38) Respiratory Protection Program Manager
- 39) Safety Officer
- 40) Saving Bonds Coordinator
- 41) Security Manager
- 42) Security Officer
- 43) Senior Watch Officer
- 44) Terminal Area Security Officer's
- 45) Training Officer
- 46) Transportation Manager
- 47) Tricare Coordinator
- 48) Voting Officer

CHAPTER III

SCIENTIFIC DIRECTORATE ORGANIZATION

3.1 Department Heads.

General duties and responsibilities of Scientific Directorate Departments Heads are to:

a. Interact with other Department Heads to establish and plan research and surveillance goals, ensure inter-program coordination, eliminate redundancy, and align research and surveillance goals to fiscal realities and Naval Medical Research Center (NMRC) guidance, goals and objectives of the Military Infectious Research Program (MIDRP), and the DOD Global Emerging Infectious System (GEIS).

b. Coordinate administratively all research and surveillance originated by the Department and determine the significance and applicability of the work in terms of naval research requirements.

c. Manage Department funds and personnel.

d. Coordinate the work of the Department with similar programs in other Navy medical research facilities.

e. Conduct a continuing evaluation of the scientific staff and provide guidance and incentive for their work and training.

f. Assume responsibility for the scientific planning, budgeting, and coordination of all research and surveillance within the Department.

g. Ensure effective and efficient conduct of research and surveillance within the Department, which also entails ensuring the proper security, custody, use, and conservation of materials issued to the Department; observing necessary safety precautions; and ensuring the cleanliness and order of Department spaces.

h. Supervise Department personnel and maintain current position descriptions of Department FSN personnel.

i. Assign head technicians within the Department as required to ensure the best possible approach to meeting the mission of the Detachment.

3.2 Departments. The Department is headed by a military officer or civilian scientist appointed by the OIC. Standing Departments:

a. Bacteriology. The Bacteriology Department is primarily engaged in MIDRP research efforts aimed at the development of vaccines to protect against the enteric pathogens *Campylobacter*, *Shigella*, and enterotoxigenic *Escherichia coli* (ETEC). In addition to formal MIDRP research efforts, the Bacteriology Department engages in collaborative research efforts with host national collaborators on infectious disease problems of local interest such as brucellosis, bartonellosis, and sexually transmitted diseases. The Bacteriology Department also serves as a forward-deployed diagnostic capability to support threat assessment studies and outbreak investigations.

b. Parasitology. The Parasitology Department conducts research in parasitic diseases of importance to the DoD and to countries within the region. The Parasitology Department performs studies in malaria and leishmaniasis in Peru and in neighboring countries. Malaria studies include clinical field studies in assessing the development of drug resistance in malaria, field-testing of new improved therapeutic and prophylactic regimens, field-testing of new or improved rapid diagnostic devices, and epidemiological studies in collaboration with the Department of Entomology. Leishmaniasis studies include clinical studies in new or improved therapeutic drug regimens for cutaneous and/or mucocutaneous disease, field-testing of new skin test procedures and antigens, and epidemiological studies. The Parasitology Department also provides diagnostic expertise in assessing stool and blood specimens for parasites and to train local collaborators and US personnel in the diagnosis and cultivation of parasites, including malaria, leishmaniasis, and intestinal parasites.

c. Virology. The primary mission of the Department of Virology is to support the Military Disease Research Projects (MIDRP), the Global Emerging Infectious Surveillance (GEIS) program and SOUTHCOM in research and surveillance that is militarily relevant. In this process, providing useful information to our host countries is a priority. Current research includes field studies with cohorts for monitoring of incidence and severity of dengue illnesses in Peru and Venezuela; laboratory *in vitro* studies in the pathogenesis of severe dengue; dengue vaccine primate studies; surveillance using a syndromic approach of acute febrile illnesses throughout Peru, Ecuador and Bolivia. Virology is also available as requested by regional Ministry of Health authorities or the military for the epidemiological and laboratory investigation of infectious disease outbreaks.

e. HIV Research Program. The HIV research program is responsible for conducting HIV surveillance and genotyping studies among high-risk groups in Latin America such as men who have sex with men (MSM), commercial sex workers (CSW), tuberculosis (Tb) patients as well as U.S. military forces deployed to the region. Programmatic guidance is provided by the DoD retrovirus Research Program located at the Walter Reed Army Institute of Research (WRAIR) and is part of the MIDRP research efforts in HIV. The ultimate objective of these efforts is aimed at the development of vaccines to protect against HIV.

f. Entomology. The Entomology Department conducts basic laboratory and field studies on the ecology of vector-borne diseases in Peru and other areas of South America. Studies focus on the biology, taxonomy and population dynamics of mosquitoes and other arthropods to evaluate their potential as vectors for arboviruses; develops and evaluates of control strategies for medically important arthropods; studies the biology of Anopheline mosquito vectors of malaria; evaluates the insecticide resistance patterns among mosquito vectors of human diseases to host country officials; and, conducts other studies designed to prevent the transmission of vector-borne diseases to military and civilian personnel within Peru and South America.

g. GEIS. The Global Emerging Infectious Surveillance Program at NMRCDC is responsible for strengthening and developing both national and international surveillance programs for emerging and re-emerging infectious diseases. The program funds and coordinates efforts between NMRCDC departments and host nation institutions to introduce or incorporate integrated surveillance efforts and create opportunities for capacity building and technology transfer. As an additional surveillance support component, the NMRCDC GEIS program routinely supports outbreak investigations throughout its area of responsibility. A broad range of training opportunities are funded and developed by the GEIS program and serve to further technology transfer. Examples include courses in outbreak investigation, laboratory techniques, quality control methods, research development, tropical medicine, and surveillance systems.

CHAPTER IV

ORGANIZATION OF ADMINISTRATIVE DIRECTORATE

4.1 Administrative Services. Administrative Services are under the supervision and control of the Director of Administration. Certain civilian personnel, military personnel, procurement and accounting, and facilities management services are provided by the American Embassy, Lima, Peru.

4.2 Administrative Department. The Administrative Section is responsible for developing and coordinating the administrative policies and procedures of the Detachment; providing liaison with the Personnel Support Detachment, Puerto Rico; maintaining the detachment's central filing system; controlling correspondence; processing of leave requests; maintaining and updating Detachment directives; processing of personnel detaching or reporting for duty at NMRCD; and coordination of command ceremonies.

4.3 Fiscal/Procurement Department. The Fiscal and Procurement Department is responsible for budget management, purchasing, receiving, payment processing, and initiating custom clearances for all NMRCD operations.

a. The fiscal division is responsible for monitoring of funds that NMRCD manages for Administration and Scientific Projects, coordinates formulation of Budget Plan, obligate funds in the STARS-FL accounting system, coordinate fiscal actions with NMRCD Comptroller and Embassy B&F office, and revises and processes payment of domestic and overseas invoices.

b. The procurement division is responsible for purchasing, processing, source selection, receipt/inspection and payment for supplies, service and equipment. Prepares documents for purchasing and contracting through Embassy's General Services Offices (GSO), prepares purchase orders to vendors, receipt/inspection.

4.4 Research Support Department and Library. The Research Support Department provides Research Support and Library/Publications Services.

a. The Research Support division includes administrative and travel coordination of studies, projects, outbreak investigations, and surveillance activities. Is responsible for processing all official travel of the command and collaborators. Maintains complete files of all Human Subject Protocols, correspondence records, and relevant human use issues. Maintains official records of project proposals submitted for funding. Checks accuracy of translation/back translation of human use protocols, manuscripts, reports, and consent forms and edits changes against originals IAW CPHS/IRB, journal, conference requirements.

b. The Library/Publications Services provides program, policies, and a wide range of information services support of the Detachment's scientific, technical, and administrative programs areas of service include retrieval, maintenance, storage, and dissemination of information and resource material in all formats, electronic or otherwise, including books, documents, and serials. Submits scientific manuscripts/documents for publications, formats and edits material received, prepares smooth copies of articles and research protocols, command historical and other reports. Assists with technical writing and standard requirements of publications. Maintain database of NMRCD publications including subject headings with full references.

4.5 Information Management Services. The Information Management Services is responsible for all technical aspects of the computer network for the main laboratory in Lima and satellite lab facility in Iquitos. This includes but is not limited to technical expertise for systems analysis, design, development, implementation and operation of scientific and administrative computer systems and programs for NMRCD. Manages installation, maintenance, and performance of the computer system, and ensures backup protection of Network servers and their stored data. Develops plans for the acquisition of software and hardware as well as arranges technical service providers for purchases and repairs. Maintains the local area Network (LAN) and the Internet. Responsible for multimedia design, poster/brochure development, web page design and maintenance, graphic presentations, and command pictorial biography.

4.6 Biomedical Repair and Facilities Management

Biomedical Repair. Manages the equipment management program to encompass all aspects of life-cycle management, from initial planning through eventual disposal. Procedures shall include use, maintenance, repair, redistribution, and disposal of equipment used in this detachment.

a. Equipment Manager. Maintains an accurate inventory of all properties using the Defense Property Accounting System (DPAS). This include equipment identification and tagging, maintenance of accountability records, management of equipment pool, periodic inventories and inspections, ensure accounting for lost or damage property, processing receipt, loan, excess and disposal of equipment.

b. Biomedical Engineering. Provides repair and maintenance support on all biomedical equipment assigned to this command and U.S. Embassy. Duties include but not limited to preventive maintenance, safety, performance and repair of command's biomedical equipment. Maintain a listing of all biomedical equipment using BIOFACS and provide technical review on equipment requisitions.

4.7 Facilities. The Facilities Maintenance division provides daily and long term maintenance and repair of this command's physical plant, non-biomedical equipment, plumbing, air conditioning, electrical, and telephone systems. Will also be involved in initiating facilities maintenance contracts, maintaining tools and workshop area, and will do any minor construction projects deemed more cost effective to be completed by our own staff.

4.8 Veterinarian Department The Veterinary Department which has had AAALAC accreditation since June 1995 is directed by a licensed Attending Veterinarian who reports to the OIC. The laboratory Animal Program comprises the housing and care of rodents and non-human primates, and provides supervision, training, guidance and veterinary medical assistance for the technicians and scientists from NMRCDC who design and conduct approved research with animals. Currents animal use involves preparation of viral diagnostic reagents, screening sera for novel human pathogenic viruses, and testing dengue and malaria candidate vaccines in non-human primates.

CHAPTER V
ORGANIZATIONAL CHART

The following charts show the current organization of NMRC.