



**Arlington County Public Health  
Volunteer Management System**



<b>ACPH-VMS ASSIGNMENT LIST</b>		<b>VMS 203</b> Rev. 9/25/05
<p><i>This form documents the personnel assigned to specific positions within the ACPH-VMS. A VMS-203 is completed for each operational period and included in the ACPH-VMS Action Plan.</i></p>		<p><b>VMS PLANS</b> Distribution to Section Chiefs and include in Action Plan.</p>
1. INCIDENT:	2. DATE AND TIME PREPARED:	3. OPERATIONAL PERIOD:
<b>4. VMS COMMAND AND GENERAL STAFF</b>		
VMS Manager		
VMS Safety Officer		
VMS Plans Chief		
VMS Logistics Chief		
VMS Admin/Finance Chief		
VMS Operations Chief		
<b>5. VMS OPERATIONS BRANCH – PROCESSING</b>		
<b><i>Volunteer Processing Branch Director</i></b>		
Registration (Supervisor)		
VPOA Leader		
Credential Verification Supervisor		
Assignment Supervisor		
Assignment Briefing Leader		
Volunteer Deployment/Out-processing Supervisor		
Other		
<b>6. VMS OPERATIONS BRANCH – INCIDENT INTEGRATION</b>		
<b><i>Incident Integration Branch Director</i></b>		
Volunteer Tracking Supervisor		
Trouble Desk Supervisor		
Other		
<b>7. OTHERS</b>		
Volunteer Recruitment Supervisor		
Other		
<b>8. PREPARED BY:</b>	<b>9. REVIEWED BY (VMS Manager):</b>	



## **Arlington County Public Health Volunteer Management System**



### **Instructions for: VMS 203 – ACPH-VMS Assignment List**

This form documents the personnel assigned to specific positions within the ACPH-VMS. It is usually completed by Plans under the direction of the ACPH-VMS manager. A VMS-203 is completed for each operational period and included in the ACPH-VMS Action Plan. It is also posted (with the VMS- 207 and VMS-211) at the Plans desk. For any section which requires more rows, these may be added electronically before completing the form (“insert rows”).

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the time and date the 203 is being prepared.*
- ? *Section 3: Document the operational period the 203 applies to. For instance, if operating on a 12 hour cycle, then put 0700-1900 or 1900-0700 as appropriate. If operating on a 24 hour cycle, then 0700-0700 as appropriate.*
- ? *Section 4: Lists the Command and General Staff positions for the ACPH-VMS (if separate ACPH-VMS PIO, Liaison, and Safety officers assigned, these may be added electronically to the form). List names of assigned personnel.*
- ? *Section 5: Lists ACPH-VMS Operations Processing personnel. Document names of assigned personnel as appropriate.*
- ? *Section 6: Lists ACPH-VMS Operations Incident Integration personnel. Document names of assigned personnel as appropriate.*
- ? *Section 7: Lists other important ACPH-VMS Personnel. Additional positions can be added as necessary to the form. List names of assigned personnel as appropriate.*
- ? *Section 8: Signature of ACPH-VMS Plans person responsible for completion of form.*
- ? *Section 9: Signature of ACPH-VMS Manager after reviewing completed form.*