

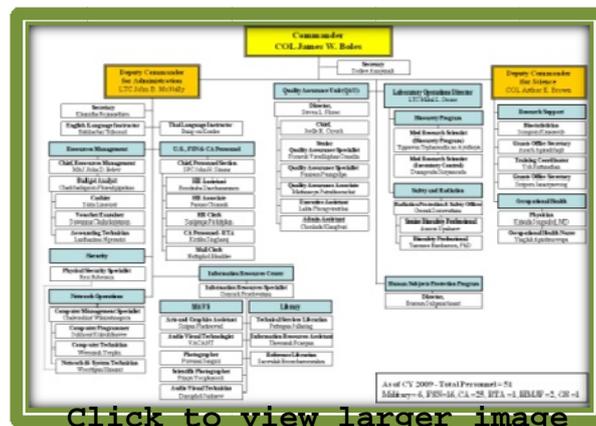
## DEPARTMENT OF ADMINISTRATION

### DEPARTMENT MISSION

The mission of the Department of Administration is to provide administrative support to the USAMC-AFRIMS research departments in the areas of personnel administration, resource management, information management, library research, audio-visual products, physical security, Thai language instruction, English language instruction, safety, biosurety, radiation protection monitoring, and occupational health.

Lieutenant Colonel John B. McNally is the Deputy Commander for Administration. Colonel Arthur E. Brown became the Deputy Commander for Science in September 2009, replacing Colonel Fernando B. Guarena.

### PERSONNEL



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### CORE ACCOMPLISHMENTS

AFRIMS BSL-3 Laboratory received the final pre-operational survey approval memorandum in July 2009 from Department of Army Safety. AFRIMS has completed all commissioning requirements to include SOP training and is ready to commence the operations. All of the pre-operational survey deficiencies identified were corrected, documentation of the corrective actions were submitted, and subsequently approved by DA Safety. Initial training was conducted for all approved BSL-3 SOPs in September 2009 for all employees who will be working in the BSL-3 Laboratory.

### IN-HOUSE TRAINING PROGRAMS AND OUTSIDE TRAINING OF PERSONNEL

#### In-House Training

- Annual Biosurety Training
- Occupational Health Program and Communication
- B-Virus Post-exposure Intervention and Prophylaxis and Animal Bites and other Injuries/Reports
- High-resolution Population Genetics of Hot Spring Mat *Synechococcus* spp.: Theory, Modeling, and Reality

- Safety Training for U.S. Personnel
- RTA-AFRIMS and USAMC-AFRIMS Monthly Seminar: Introduction to Quality System for Clinical Research
- Analysis of the Neutralizing Antibody Response to HIV Infection and Vaccines
- GLP Basics Briefing
- GLP Refresher
- The Sensing Session for Senior/Junior Thai Employees
- OHS Training for New Employees
- Fundamental GCP for Researchers
- GIS Training
- SOP's: CMD-QP-001, AFRIMS Human Subjects Protocol Lifecycle Procedure
- Mandatory Annual CI/OPSEC/AT Training for Thai and U.S. Personnel
- eTravel: Travel Approver and Travel Arranger
- AFRIMS Annual Occupational Health, Safety and Biosurety Training
- BSAT Training
- BSL-3 SOP Training
- Ethics Training
- GCP Refresher Course
- Biosurety Introduction and BSAT Inventory SOP Training

#### **Outside Training of Personnel**

- Ergonomics Training Program
- 2009 Advancing Ethical Research Conference
- FERCAP Conference 2009
- VMware Infrastructure 3.5: Install and Configure
- Introduction to Enterprise Architecture
- Digital Photography
- Advertising Design & Creative Thinking
- NFPA 101 Life Safety Training
- Ergonomics Training Program
- GCP Auditing - Principles and Practice
- Professional Web Designer
- Pre-Conference Courses and 52nd Annual Biological Safety Conference

#### **AWARDS**

Department of Administration staff received no awards for work at WRAIR in CY2009.