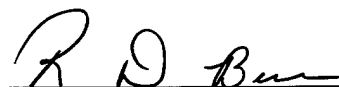


INTERIM TECHNICAL REPORT FOR GRANT N00014-97-1-0199

REPORT SUBMITTED BY:



RD Brown
Director, Donor Services
National Marrow Donor Program®

February 3, 2000

OPENING STATEMENT

Grant N00014-97-1-0199 became effective December 1996. This report will cover activity performed under Grant N00014-97-1-0199 from 01 January 1999 to 31 December 31, 1999. The C.W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," the "Department of Defense Marrow Donor Center," and the "Department of Defense Marrow Donor Program." For purposes of brevity, the C.W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

The mission of the BYMDC is to "recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program® Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow matches."

To accomplish its mission, the BYMDC identified three functional areas in which work must be accomplished. These three areas are 1) Administration; 2) Recruitment Management; and, 3) Donor Services Management. This work is interrelated and its appropriate accomplishment assures success of the BYMDC.

FISCAL: See TAB A

DISTRIBUTION STATEMENT A
Approved for Public Release
Distribution Unlimited

20000208 022

ADMINISTRATION

LOCATION:

Office space is rented for the BYMDC at the following location for the period of this report:

5516 Nicholson Lane
Building A, 3rd. Floor
Kensington, Maryland 20895

PERSONNEL:

Throughout the period covered by Navy Grant N00014-97-1-0199, the BYMDC was staffed with full-time equivalent personnel (FTEs). Positions within the BYMDC continue to be established, as program requirements (growth) have demanded. Positions established and staffed at the date of this interim report are as follows:

<u>Position</u>	<u>Date Established</u>	<u>Comments</u>
General Manager	September 1990	FTE
Admin. Asst., Donor Center	May 1991	FTE
Recruitment Specialist	December 1990	FTE
Recruitment Specialist Supervisor	June 1998	FTE
(Previously Recruitment Specialist January 26, 1994 – June 22, 1998)		
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	December 1990	FTE
Data Entry Clerk, Donor Services	December 1990	FTE
Donor Services Supervisor	March 1992	FTE
(Previously Donor Services Coordinator August 7, 1995 – June 2, 1997)		
Donor Services Admin. Assistant	September 1995	FTE
Donor Services Admin. Assistant	September 1995	FTE
Donor Services Coordinator	May 1991	FTE
Donor Services Coordinator	June 1991	FTE
Donor Services Coordinator	August 1993	FTE
Donor Services Coordinator	October 1993	FTE
Donor Services Coordinator	August 1997	FTE
Donor Services Coordinator	September 1998	FTE
Confirmatory Typing Coordinator		FTE
Confirmatory Typing Coordinator		FTE

NOTE: these are positions that existed during the period of this report. All positions did not exist throughout the entire period, nor were all positions continuously filled during the period. In addition, temporary employees (from temporary agencies) were periodically used when circumstances required/warranted.

RECRUITING MANAGEMENT

INFORMATION BRIEFINGS AND PUBLIC AWARENESS:

As mentioned in the last interim report, the first step to successful recruiting is awareness of need throughout the public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

The BYMDC began conducting briefings and information sessions at military and other DoD installations in August 1990. These briefings and information sessions continued throughout the period covered by the grant. A representative from the BYMDC who traveled to the installations accomplished this work.

Wherever possible, existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, E-mail), was used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program® approved pamphlets, videos, and BYMDC informational sheets were also distributed among a large number of DoD installations.

MARROW DONOR DRIVES:

Marrow donor drives scheduled by the BYMDC from January 1, 1999 through December 31, 1999 resulted in 33,236 persons being recruited and registered into the national Registry. Another 4,254 volunteer donors were also recruited during this period, and are currently being entered into the Registry. These persons are categorized in the following population groups:

African American	4,533
American Indian/Alaska Native	2,209
Asian and Pacific Islander	1,527
Hispanic/Latino	2,470
Caucasian	<u>22,497</u>
Total	<u>33,236</u>

Throughout the period covered by the grant, the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was greatly improved. The center did recruitment drive at military installations in Europe during the last reporting period, and recruited 3,375 military donors. Significant recruitment was also conducted in Asia where 5,787 military donors were recruited. A large recruitment drive held over several days in Norfolk, Virginia and spearheaded by a patient family successfully recruited 5,695 from the military bases in the Norfolk area. To assist in the

recruiting effort much effort was made to provide effective publicity and public education/awareness within the Department of Defense establishment during this last reporting period.

The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to all drive sites and shipment of specimens from the drive site to the laboratory, Naval Research Institute (NMRI), for processing during the period of this report. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that all blood specimens arrived at the laboratory for testing in a timely manner.

RECRUITING ACTIVITY LOCATIONS:

TAB B provides a listing of DoD locations at which recruiting activities occurred during the period January 1, 1999 to December 31, 1999. The recruitment efforts yielded 191 donor drives with an average of 16 donor drives taking place each month.

DONOR SERVICES MANAGEMENT

Donor services management involves all aspects of work that may bring an individual from the point of being a potential donor to actual donation. When donation occurs, it is necessary to follow the donor (post donation), with health checks and other administrative interventions for six months or more.

Donor services management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and one-on-one. The work involves locating and contacting identified donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examinations and finally, arranging for and coordinating actual marrow collection.

TAB C provides an outline of the essential functions necessary to perform acceptable donor services management. These functions have evolved and improved throughout the existence of the program.

DR REQUESTS (HLA typing for the 5th. and 6th. antigens):

During the period of this report 540 patient-directed DR requests were made to the BYMDC. Of the 540-DR requests, received, 520-DR requests were completed.

HR REQUESTS

During this reporting period, the BYMDC received 295 HR requests with 149 being completed.

CONFIRMATORY TYPING (CT) REQUESTS:

The most significant step leading to actual marrow donation is a request that an individual donor undergoes confirmatory typing

CT requests for the period of this report	3,112
CT samples collected for the period of this report	1,330

Those donors requesting to be nearer their families were transferred out to other donor centers to continue the search process. The search process was continued by a donor center that was closer to the donor's residence and afforded the donor the opportunity to be closer to family members and friends.

WORKUPS

The donor center received 216 work up requests with 216 physical examinations being conducted. The center conducted 149 information sessions with donors. Only forty-four work up sessions were cancelled.

MARROW DONATIONS:

During the period covered by this report, 138 marrow collections and 10 leukepherosis were completed within the BYMDC. Please see breakdown.

	REQUESTED	COLLECTED
Primary Stimulated Leukepherosis	7	0
2 nd Time Donor Stimulated Leukepherosis	5	5
Unstimulated Leukepherosis	8	5

NOTE: Donor services management activities are ongoing. Some activity from a previously reported period was completed during this reporting period and similarly, some activity initiated during this reporting period is unresolved at the end of the reporting period.

Tab A

DoD Appropriations And Expenses -- Navy Inception to Current -- With Projections Thru Nov. 30, '00

Account Name	Original Approp.	1998 Approp.	1999 Approp.	2000 Approp.	TOTAL Approp.	Apr. '97- Sep. '97	Oct. '97- Sep. '98	Oct. '98- Sep. '99	Oct. '99- Dec. '99	Current Balance	Projected Remaining Through 11/30/2000
Labor with Fringe	\$ 217,561	\$ 224,138	\$ 309,686	\$ 322,075	\$1,073,460	\$ 105,200	\$ 268,795	\$ 195,907	\$ 41,742	\$ 461,816	\$ 88,573.13
Temporary Labor	\$ -	\$ 7,950	\$ 8,348	\$ 8,765	\$ 25,063	\$ -	\$ -	\$ -	\$ -	\$ 25,063	\$ 25,063
Travel	\$ 95,600	\$ 150,468	\$ 164,973	\$ 172,921	\$ 583,962	\$ 82,379	\$ 130,791	\$ 98,039	\$ 37,885	\$ 234,868	\$ 101,404.15
Memberships-Prof. Org.	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100
Volunteer Committees	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200
Rent	\$ 91,460	\$ 104,908	\$ 148,369	\$ 152,493	\$ 497,230	\$ 41,620	\$ 146,401	\$ 150,735	\$ 38,457	\$ 120,017	\$ (21,314)
Printing	\$ 500	\$ 4,200	\$ 4,360	\$ 9,865	\$ 18,925	\$ 7,514	\$ 7,271	\$ 1,034	\$ 180	\$ 2,926	\$ 1,940.25
Copier & Copier Supplies	\$ 500	\$ 600	\$ 630	\$ 700	\$ 2,430	\$ 96	\$ 187	\$ 356	\$ 547	\$ 1,244	\$ 904.61
Copier Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117	\$ -	\$ -	\$ -	\$ (117)	\$ (117.00)
Postage-UPS-Maintenance	\$ 2,700	\$ 7,000	\$ 7,500	\$ 8,000	\$ 25,200	\$ 229	\$ 2,034	\$ 2,838	\$ 282	\$ 19,817	\$ 17,111.44
Overnight Deliveries	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000.00
Telephone - Local	\$ 4,300	\$ 6,000	\$ 6,300	\$ 6,615	\$ 23,215	\$ 2,594	\$ 5,844	\$ 13,968	\$ 1,511	\$ (702)	\$ (14,018.16)
800 Number Service	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000.00
Telephone - Long Distance	\$ 6,000	\$ 12,000	\$ 12,600	\$ 13,230	\$ 43,830	\$ 6,517	\$ 12,864	\$ 13,994	\$ 4,244	\$ 6,211	\$ (7,129.95)
Electronic Mail	\$ 2,000	\$ 3,710	\$ 3,896	\$ 4,090	\$ 13,696	\$ 944	\$ 3,138	\$ 2,502	\$ 1,146	\$ 5,966	\$ 3,580.76
Pagers	\$ 2,000	\$ 2,544	\$ 2,671	\$ 2,805	\$ 10,020	\$ 1,047	\$ 3,490	\$ 3,159	\$ 548	\$ 1,776	\$ (1,235.58)
Office Supplies	\$ 1,500	\$ 3,816	\$ 4,007	\$ 4,207	\$ 13,530	\$ 3,504	\$ 6,154	\$ 9,091	\$ 852	\$ (6,071)	\$ (14,737.75)
Miscellaneous	\$ 350	\$ 6,360	\$ 6,678	\$ 7,012	\$ 20,400	\$ -	\$ -	\$ -	\$ -	\$ 20,400	\$ 20,400.00
Courier Expenses (Nova)	\$ 17,000	\$ 50,000	\$ 57,500	\$ 66,125	\$ 190,625	\$ 46,878	\$ 40,563	\$ 32,420	\$ 2,965	\$ 67,799	\$ 36,891.93
Office Equipment/Supplies	\$ 350	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 350.00
Recruitment Drive Supplies	\$ 7,000	\$ 30,000	\$ 34,500	\$ 39,675	\$ 111,175	\$ 3,460	\$ 20,179	\$ -	\$ -	\$ 87,536	\$ 87,536.00
Recruitment Support	\$ -	\$ 12,200	\$ 14,030	\$ 16,135	\$ 42,365	\$ -	\$ 18,773	\$ 38,110	\$ 15,123	\$ (29,641)	\$ (65,972.53)
Recruitment Printing	\$ -	\$ 9,000	\$ 10,350	\$ 11,903	\$ 31,253	\$ -	\$ 14,714	\$ 17,421	\$ -	\$ (882)	\$ (17,490.02)
Workup Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLC Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phlebotomy Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment	\$ -	\$ 6,000	\$ 6,900	\$ 7,935	\$ 20,835	\$ -	\$ 2,220	\$ 3,493	\$ -	\$ 15,122	\$ 11,792.01
Computer Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 454,121	\$ 640,894	\$ 803,298	\$ 854,551	\$2,752,864	\$ 302,099	\$ 683,418	\$ 583,067	\$ 145,482	\$ 1,038,798	\$ 258,833
Indirect Overhead	\$ -	\$ 74,255	\$ 84,025	\$ 89,386	\$ 247,666	\$ -	\$ 71,125	\$ 81,537	\$ 20,389	\$ 74,615	\$ (50,179)
Total Costs	\$ 454,121	\$ 715,149	\$ 887,323	\$ 943,937	\$3,000,530	\$ 302,099	\$ 754,543	\$ 664,604	\$ 165,871	\$ 1,113,413	\$ 208,653

ACCOUNT NAME	ORIGINAL APPROPRIATED	1998 APPROPRIATED	1999 APPROPRIATED	1999												BALANCE				
				NOV 1997	DEC 1997	JAN 1998	FEB 1998	MAR 1998	APR 1998	MAY 1998	JUNE 1998	JULY 1998	AUG 1998	SEP 1998	OCT 1998		NOV 1998	DEC 1998		
COMPENSATION	175,315	172,747	246,815	256,689	150,238	238,788	13,826	15,558	16,503	13,789	21,308	14,134	16,948	18,422	18,161	12,226	19,382	14,477	7,883	239,926
INFECTION INSURANCE	42,246	51,391	62,871	65,386	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	221,894
TEMPORARY LABOR	7,950	8,348	8,765	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,063
CONIF ABSENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	217,561	232,088	318,034	330,840	150,238	238,788	13,826	15,558	16,503	13,789	21,308	14,134	16,948	18,422	18,161	12,226	19,382	14,477	7,883	486,883
AIRFARE	50,000	71,071	80,556	172,921	40,574	84,751	3,554	2,925	5,679	10,828	4,248	6,398	11,772	11,772	11,772	11,772	11,772	11,772	11,772	192,338
HOTEL	22,000	47,494	52,494	26,506	15,345	26,506	1,448	245	1,855	2,383	2,068	1,832	2,009	412	1,259	3,246	2,458	2,458	6,001	52,234
MEALS & MISC.	22,000	29,903	31,923	35,638	25,459	20,660	2,060	339	2,176	3,789	2,371	3,664	2,579	2,455	516	1,381	5,133	3,232	4,533	(11,502)
GUEST SPEAKER FEES	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100
GUEST SPEAKER TRAVEL	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500
GUEST SPEAKER MEALS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500
GUEST SPEAKER HOTEL	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500
SUBTOTAL	95,600	150,468	164,973	172,921	91,557	136,717	7,062	585	4,030	9,401	10,433	16,561	8,659	10,863	928	14,412	8,379	13,559	15,947	234,870
MIRSHIP-PROF ORG	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100
VOLUNTEER COMMITTEES	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200
COPYER RENTAL	500	600	630	700	96	187	0	278	126	65	100	81	79	31	111	106	106	56	385	1,244
COPYER SUPPLY & COPYING	500	4,200	4,360	9,865	9,491	5,295	0	0	0	0	80	439	0	0	0	0	0	180	0	2,925
PRINTING	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEWSLETTERS	1,000	4,800	4,990	10,565	9,703	5,482	0	278	126	65	180	521	79	142	106	106	237	385	4,051	4,051
POSTAGE	2,000	7,000	7,500	8,000	160	972	0	1,167	195	184	184	139	94	94	94	94	94	94	94	21,213
OVERNIGHT DEL(FED EX)	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000
PARCEL DELIVERY (UPS)	200	57	492	837	92	74	0	74	97	184	184	184	184	184	184	184	184	184	184	(520)
POSTAGE MACH MAINT.	500	50,000	57,500	66,125	55,374	36,663	2,532	1,811	1,420	4,002	1,239	4,194	2,675	2,142	5,717	2,092	1,337	1,628	0	(877)
COURIER EXP (NOVA)	17,000	57,000	65,000	74,125	55,669	38,965	2,699	2,978	1,896	4,002	1,424	4,194	2,860	2,280	5,811	2,186	1,431	1,722	94	67,799
LOCAL TELE SVC	4,300	6,000	6,300	6,615	2,594	8,124	1,178	751	2,465	426	4,451	(1,710)	2,004	685	706	733	630	736	145	89,615
800 NUMBER SVC	3,000	12,000	12,600	13,230	8,301	13,559	1,352	1,001	935	2,692	1,242	1,242	1,139	1,063	871	1,019	1,027	1,799	145	(702)
LONG DISTANCE SVC	6,000	3,710	3,896	4,090	1,634	3,145	268	169	169	368	2,692	1,242	1,139	1,063	871	1,019	1,027	1,799	3,000	6,213
ELECTRONIC MAIL	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	5,967
PAGERS	2,000	2,544	2,671	2,805	1,638	3,236	528	500	500	586	586	586	426	257	271	253	262	286	0	1,776
SUBTOTAL	17,300	24,254	25,467	26,740	14,368	28,064	3,325	1,752	4,069	426	8,097	(468)	3,711	2,091	2,385	2,236	2,420	3,382	1,648	16,234

DOD CENTER (NAVY)

NO0014-97-1-0199

TOTAL TOTAL

APRIL 1997 DEC 1997

THROUGH THROUGH

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SCIENCEDULE 7-0199

	TOTAL	TOTAL
	APRIL 1997	DEC 1997

N00014-97-1-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1997	1999	2000	1999												BALANCE		
					DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV		DEC	
COMPENSATION	363,461	346,287	398,140	451,064	205,637	286,547	20,866	18,917	21,972	27,250	26,745	26,717	29,920	28,276	22,377	24,407	24,040	25,308	17,521
BENEFITS	80,657	95,260	108,821	122,673	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	444,118	441,547	506,961	573,737	205,637	286,547	20,866	18,917	21,972	27,250	26,745	26,717	29,920	28,276	22,377	24,407	24,040	25,308	17,521
AIRFARE	5,000	2,789	2,928	5,295	9	0	0	0	0	0	0	0	457	0	0	0	0	0	15,546
HOTEL	2,000	1,131	1,188	0	473	132	0	0	0	0	0	0	0	0	0	0	0	0	3,714
MEALS & MISC.	1,500	922	945	0	582	654	0	0	0	0	0	0	98	38	30	0	0	0	1,966
SUBTOTAL	8,500	4,842	5,061	5,295	1,064	786	0	0	0	0	0	0	555	0	38	30	0	0	21,226
MEMBERSHIP-PROF ORG	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500
COPIER RENTAL	1,200	1,800	1,890	1,946	208	0	0	0	0	0	0	0	244	238	92	0	169	1,154	597
COPIER SUPP.& COPYING	5,300	5,400	5,720	719	1,317	1,612	0	357	162	776	102	564	564	143	0	317	232	0	9,534
PRINTING	925	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,501
NEWSLETTERS	1,500	1,500	1,500	1,500	718	206	0	357	162	972	403	0	807	238	235	0	317	401	17,632
POSTAGE	10,000	11,000	11,400	11,845	3,173	0	50	1,833	306	0	0	0	143	143	143	143	143	143	38,168
OVERNIGHT DELIVERD EX)	80,000	50,000	57,500	66,125	17,434	33,330	2,548	2,051	1,334	3,722	13,375	4,282	3,897	3,162	6,997	13,517	4,813	6,642	128,835
PARCEL DELIVERY (UPS)	800	0	0	0	126	1,096	165	60	592	467	290	290	444	224	90	374	215	332	(3,610)
POSTAGE MACH MINT.	1,300	1,300	1,300	1,300	774	2,009	145	0	290	290	290	290	290	218	218	218	218	218	(6,215)
COURIER EXP (NOVA)	1,500	1,500	1,500	1,500	718	206	0	357	162	972	403	0	807	238	235	0	317	401	577
SUBTOTAL	93,600	61,000	68,900	77,970	22,225	36,641	2,908	3,943	2,521	3,722	14,132	4,282	4,631	3,604	7,230	14,033	5,171	7,117	157,755
LOCAL TELE SVC	13,500	9,000	9,450	9,923	2,576	8,515	644	114	2,623	0	4,249	(2,565)	1,708	0	0	0	0	0	24,009
800 NUMBER SVC	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000
LONG DISTANCE SVC	13,500	18,000	18,900	19,845	9,835	18,666	2,028	1,502	1,403	4,039	1,863	1,863	1,594	1,206	1,529	1,540	2,698	2,127	20,116
ELECTRONIC MAIL	3,250	3,250	3,455	3,627	2,304	3,162	650	78	150	3	326	4	131	78	354	109	445	33	5,044
PAGERS	2,250	2,256	2,369	2,487	1,307	2,568	468	444	444	444	519	378	228	228	241	224	232	254	2,499
SUBTOTAL	46,750	37,546	34,174	35,882	16,072	37,912	1,791	1,694	4,619	3	9,133	(699)	2,217	1,900	1,901	1,863	2,217	2,986	66,668

DOD CENTER (NMDP)
NOO014-97-1-0199

SCHEDULE 7-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1998	1999	2000	1999												BALANCE						
					APPROPRIATED	NOV 1997	NOV 1998	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG		SEP	OCT	NOV	DEC		
RECRUIT. DRIVE SUPPLIES																							
OFFICE SUPPLIES	3,250	3,384	3,553	3,731	3,324	4,885	292	0	0	57	865	914	914	2,204	2,204	546	718	1,405	236	318	201	0	(2,047)
MISCELLANEOUS	2,000	5,640	5,922	6,218	6,690	6,287	0	0	0	70	70	0	0	155	155	410	446	1,328	1,328	153	0	4,242	
AB TYPINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
WORKUP EXP	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000	
MLC SUPPLIES	1,500	0	0	527	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	973	
LAB TESTS	170,000	80,000	92,000	105,800	84,031	72,078	20,091	0	0	14,952	13,011	27,422	27,422	14,543	14,543	15,104	11,125	2,066	11,914	192	11,525	149,748	
	216,750	89,024	101,475	115,749	94,571	83,250	20,383	57	15,887	13,011	28,336	0	16,902	16,060	11,843	3,917	13,477	662	11,726	192,917	192,917	192,917	
EQUIPMENT	500	0	0	244	0	244	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	256	
SUPPLIES	300	0	0	606	0	606	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(306)	
OFFICE RENT	128,210	78,027	79,891	82,111	77,452	69,780	11,262	2,207	6,734	6,734	6,734	6,734	6,734	6,734	6,734	6,734	6,734	6,734	6,734	7,071	6,903	132,977	
OFFICE EQUIPMENT	1,000	20,000	21,000	22,050	0	1,931	0	2,941	0	0	0	0	0	660	660	10,662	1,093	407	327	327	326	45,703	
COMPUTER SERVICE	3000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	
	133,030	98,027	100,891	104,161	77,452	72,561	11,262	5,148	6,734	6,734	6,734	6,734	6,734	7,394	7,394	17,396	7,827	7,141	6,734	7,398	7,229	181,631	
Indirect Overhead-10.46%		76,796	86,302	95,756	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	258,854	
TOTAL EXP (OTHER)	508,555	369,435	404,413	437,478	213,382	228,322	38,343	11,198	29,923	24,442	58,738	10,318	32,506	39,198	29,074	26,984	27,917	18,564	33,788	43,872	51,309	897,182	
GRANT TOTAL (NMDP)	952,673	810,982	911,374	1,011,215	419,019	514,870	59,209	30,116	51,896	51,692	85,484	37,035	62,426	67,474	51,451	51,391	51,956.92	43,872	51,309	2,057,045	2,057,045	2,057,045	

Tab B

January 1,264

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 1/29/99					1 XX	2
3	4	5	6 FT HOOD, TX 8	7 29 PALMS, CA (SELF) 60	8	9 FAIRCHILD AFB RESERVE, WA (SELF) 101
10	11	12	13 FT CARSON, CO (E) 47	14 KINGS BAY, GA (L) 120 FT HOOD, TX (6)	15	16
17	18 XX	19	20 NAPLES, ITALY (SELF) 434	21	22	23
24	25	26	27 DFAS, ALEXANDRIA, VA (R) 26 PENSACOLA, FL (L) 257	28 PENSACOLA, FL (L) 205	29	30
31					MEETINGS: Camp Lejeune, 19-22 Jan 99 (R&E) 26 JAN 99 Mtg. Langley AFB, (E)	

February 2,218

1999

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 2/26/99	1	2	3 USS HEWITT, CA 82	4 29 PALMS, CA (SELF) 53	5	6 ARMY NATIONAL GUARD, ATLANTA, GA (L) 97 MI ARNG, JACKSON, MI (SELF) 32
7 ARMY NATIONAL GUARD, ATLANTA, GA (L) 105	8	9 USS SIMON LAKE, ITALY(SELF) 363	10	11	12	13
14	15	16 TRAVIS AFB, CA (SELF) 19	17 FT JACKSON, S. C. (R) 112 WRAMC, DC (E) 50	18 FT JACKSON, S. C. (R) 167	19	20 US NAVAL RESERVE, NC (R) 136
21	22	23 EGLIN AFB, FL (E) 278	24 HURLBURT, FL. (E) 42 FT HOOD, TX 6	25 ELMENDORF AFB, AK (R) 327 FT MEADE, MD (I.) 237	26 ANDREWS, NAVAL AIR FACILITY, MD: (L) 112	27
28		MEETINGS: 9 FEB 99 COORDINATION MTG, NORFOLK, VA 10-12 FEB 99 COORDINATION MTG, CAMP LEJEUNE, NC				

March 4,499

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 2/31/99	1	2	3	4 29 PALMS, CA (SELF) 64	5	6
7 121st AIR REFUEL WING, OH (R) 27 COLO ANG CO 26 USMCR, TOPEKA KS 43	8	9	10 BUCKLEY ANG, CO 81	11 KEESLER AFB, MS 98	12	13 OREGON ANG, OREGON 123
14	15 CAMP LEJEUNE, NC (ALL) 411	16 CAMP LEJEUNE, NC (ALL) 538	17 CAMP LEJEUNE, NC (ALL) 568	18 CAMP LEJEUNE, NC (ALL) 614	19 CAMP LEJEUNE, NC (ALL) 494	20 USNR, BETHESDA, MD (R) 95
21 121ST AIR REFUELING WING, OH (SELF) 171	22	23 ROCK ISLAND, IL 5	24 SHEPPARD AFB, TX (R) 654 LACKLAND AFB, TX (WILFORD) (E) 202	25 FT HOOD, TX 12 FT BRAGG, NC 6	26 WHEELER ARMY AIR FIELD, III (SELF) 128	27
28	29	30	31 SEOUL KOREA (SELF)		SAFMLS CONFERENCE MARCH 1&2 1999 WASH. D.C. NORFOLK MTG REGARDING MAY DRIVE (E)	

April 3,842

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 4/28/99				1 29 PALMS, CA (SELF) 45 FT BLISS, TX (L) 18 LACKLAND, TX 59	2	3
4	5 AVIANO, ITALY (SELF) 475	6 FT CAMPBELL, KY (L) 268	7 FT CAMPBELL, KY (L) 333	8 FT CAMPBELL, KY (L) 393 OSAN AIR BASE, KOREA 217	9	10
11 NAVY MARINE CORPS RESERVE, PA (R) 96	12 GERMANY (R) 61	13 GERMANY 63	14 GERMANY 26 NAV AIR STATION, PENSACOLA, FL (L) 154	15 GERMANY 82 NAV AIR STATION, PENSACOLA, FL (L) 78	16 GERMANY 170	17 OHIO GUARD 32
18	19 LAKENHEATH, UNITED KINGDOM (R) 163	20	21	22 FT LEAVEN- WORTH KS (SUF) 61	23 FT LEAVEN- WORTH KS (S) 132	24
25	26	27 FT STEWART, GA (L) 59	28 FT STEWART, GA (L) 149 ROTA, SPAIN 401 FT LEWIS, WA 72	29 HUNTER ARMY AIR FLD, GA(L) 174 USS NIMITZ, VA 55	30 FT HOOD, TX 6	

May 2, 1971

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 5/27/99						1
2	3	4	5 FT HOOD, TX (SELF) 10	6 29 PALMS, CA (SELF) 12	7	8
9	10 FT MEADE, MD (LU) 95 MIL NORFOLK, VA 214	11 MILCOM, NORFOLK, VA 240	12 MILCOM NORFOLK, VA 564 FT BRAGG, NC 2	13 FT MEADE, MD (L) 84 MILCOM NORFOLK, VA 400	14 NAS SIGONELLA, ITALY (SELF) 406 NORFOLK, VA 296	15
16	17	18	19 WRAMC, DC (E) 78	20 NAVY YARD, DC (R) 64 MINOT AFB, ND(L) 126	21	22
23 USNR, ALBUQUERQUE, NM(SELF) 39	24	25	26 HILL AFB, UT 51	27 SINGAPORE (SELF) 45 NAS, JACKSONVILLE, FL (R) 28	28 JACKSONVILLE, FL 137	29
30	31					

June 3,574

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 6/28/99		1 FT HOOD, TX 2 FT BRAGG, NC 16	2 NAVAL STATION, GULFPORT, MS (L) 120 ELLSWORTH AFB, SD (R) 154	3 29 PALMS, CA (SELF) 33 NAV STATION, PASCAGOULA, MS (L) 22	4 PEARL HARBOR, HAWAII 44 (SELF)	5 MS AIR GUARD, JACKSON, MS (L) 59
6 MS AIR GUARD, JACKSON, MS (L) 99	7	8	9 VANDENBURG AFB, CA (S) 45	10 HARKSDALE AFB, LA (R) 103	11 FT POLK, LA (R) 375 FT BRAGG, NC 13 FT HOOD, TX 18	12
13	14	15 NAPLES, ITALY (SELF) 404	16 HAWAII (SELF) 44 FT BRAGG, NC	17 NAVAL HOSPITAL, BALBOA, CA (SELF) 110 FT BRAGG, NC 35 FT HOOD, NC 2	18 USCG, NY (E) 33 NAVAL HOSPITAL BALBOA, CA 44	19 MN GUARD, MN (SELF) 38
20	21 HAWAII (L) 309	22 HAWAII (L) 288	23 HAWAII (L) 443	24 HAWAII (L) 553 FT BRAGG, NC 39	25 HAWAII (L) 129	26
27	28	29	30			

July 1,084

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 7/29/99				1 29 PALMS, CA (SELF) 38 FT BRAGG, NC 21 FT HOOD, NC 15	2	3
4	5	6 FT BRAGG, NC 49	7	8 FT BRAGG, NC 10 FT HOOD, TX 5	9	10
11 TN RESERVE (F) 104	12 FT LEWIS, WA (SELF) 29	13 CAMP PENDLETON, CA, (R) 41	14 CAMP PENDLETON, CA (R) 27 KEESLER AFB, MS (L) 196	15	16	17
18 FT LEWIS, WA (SELF) 101	19	20 IOWA ANG @ FT McCOY, WI (R) 162	21 WHITEMAN AFB, MO (E) 63 FT HOOD, TX (2)	22	23	24
25	26	27 FT LEWIS, WA (SELF) 46	28 NSHS, BETHESDA, MD (L) 54	29 FT BRAGG, NC 71 FT HOOD, TX 1	30 FT LEWIS, WA 49	31

August 2,636

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 UPDATED: 8/31/99	2 FT LEWIS, WA 71	3	4 NAVAL STATION, MAYPORT, FL. (S) 98 FT HOOD, TX (SELF) 81	5 29 PALMS, CA (SELF) 77 FT BRAGG, NC 30	6	7
8 FT LEWIS, WA (SELF) 159	9	10	11 MALSTROME AFB, MT (L) 44 FT LEWIS, WA 91 FL AIR GUARD, JACKSONV. FL (SELF) 140	12 FT HOOD, TX 4	13 OHIO ARMY RESERVE, @FT DIX, NJ (SELF) 16	14 MACDILL AFB, FL (J) 18 MISSOURI AIR GUARD, MO (L) 60
15 MISSOURI AIR GUARD, MO (L) 53	16	17	18 BOLLING AFB, MD (E) 156	19 FT HOOD, TX 3 FT BRAGG, NC 46	20	21
22	23 WEST POINT (L) 283 DESMOINES, IOWA 18	24 WEST POINT (L) 189 DESMOIN, IOWA 35 FT LEWIS, WA 14	25 WEST POINT (L) 218 EDWARDS, CA 110	26 NAVAL AIR STATION, PENZA- COLA, FL 435 WEST POINT 187	27	28
29	30	31	BRIEFING: 11 AUG 99 WEST POINT (L) ----- 29 AUG 99 USAFR, PITTSBURG, PA (E)			

September 3,778

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 9/28/99			1	2 29 PALMS, CA (SELF) 14 NSA, FT MEADE, MD (I.) 105 IWAKUNI 63	3 HAWAII 17 FT BRAGG, NC 19 FT HOOD, TX 5	4
5	6	7	8	9	10	11 AIR GUARD, OHIO (L) 41 AIR RESERVE, PITTSB. PA (E) 76
12 AIR RESERVE, PITTSB. PA (E) 129 FLORIDA AIR & ARMY GUARD 84	13	14	15 EDWARDS AFB, CA 12	16 FT HOOD, TX 12 FT BRAGG, NC 44	17	18
19	20 MOUNTAIN HOME, ID 112 YOKOSUKA 275 JAPAN (J,L,S) YOKOTA, JAPAN 141	21 YOKOSUKA JAPAN (J) 248 YOKOTA, JAPAN 145	22 USS KITTY 124 YOKOTA, JAPAN 9 YOKOSUKA JAPAN (J) 155 FT LEWIS, WA 1	23 USS KITTY 68 YOKOSUKA, JAPAN 248 FT HOOD, TX 1	24 YOKOSUKA 95 CAMP ZAMA 79	25
26	27 MISAWA, JAPAN 106 IWAKUNI, 129 FT BRAGG 68	28 MISAWA, 149 FT HOOD 7 IWAKUNI, JAPAN 202 HAWAII 36	29 MISAWA, 130 IWAKUNI 119 USS CLEVELAND, S.D. CA (SELF) 240 WALT REED 36	30 IWAKUNI 115 LACKLAND TX 123	TRAINING: 9/9/99 FT BRAGG, NC (E)	CONTINGENCY: 9/8/99 BURLINGTON, NC (E)

October 2,631

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 10/28/99					1 SASEBO, JAPAN (J) 118 29 PALMS, CA 30	2
3	4 OKINAWA, JAPAN (LARRY-HARDING) 103 FT BRAGG, 40	5 OKINAWA, JAPAN (LARRY-HARDING) 318 FT HOOD, 4	6 OKINAWA, JAPAN (LARRY-HARDING) 528 MAXWELL AFB, AL 27	7 OKINAWA, JAPAN 214 FT HOOD, 4	8 OKINAWA, JAPAN (LARRY-HARDING) 219 BRAGG, 8	9
10	11 HOLIDAY	12 SOUDA BAY, GREECE 234	13	14 ABERDEEN PROVING GROUNDS, MD (L) 117	15	16
17	18	19	20 HOLLoman AFB, NM (E) 139	21	22 USS PEARL HARBOR, S.D. 60	23
24	25 SHIPS, S.D. 44	26 SHIPS, S.D. 58 FT BRAGG, NC 64	27 COMMISSARY & EXCHANGE, S.D. 85 McGUIRE AFB, NJ (SELF) 31	28 COMMISSARY & EXCHANGE, S.D. 80	29 COMMISSARY & EXCHANGE, S.D. 63	30 SEYMOUR JOHNSON AFB, NC (SELF) 43
31						

November 2,503

1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 11/29/99	1	2	3 SIEPPARD AFB, TX (E) 685 USS COAST GUARD MOBILE, AL (L) 200	4 29 PALMS CA (SELF) 25 FT HOOD, TX 58 PEARL HARB. 27	5	6
7 440TH WING, WI 139	8	9	10 U.S. COAST GUARD STATION HUMBOLDT BAY CA 20	11 HOLIDAY	12 FT HOOD, TX 3	13
14	15 KOREA 312 FT BRAGG, NC 60	16 KOREA 519	17 OKINAWA, JAPAN 2 KOREA 91	18 KOREA 195	19 KOREA 167	20
21	22 FT HOOD, TX 2	23	24	25 HOLIDAY	26	27
28	29	30				

December 7,618

1999

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
UPDATED: 12/30/99			1 DAILGREN, VA (L) 50	2 29 PALMS, CA (SELF) 7	3	4 104th FIGHTER WING, MA (E) 285 NORFOLK, VA (L) 1406
5 MICHIGAN AIR NATIONAL GUARD, MI (SELF) 47	6	7 REDSTONE ARSENAL, AL (SELF) 87	8 NAVAL AIR STATION, PENZA- COLA, FL (L) 105 FT BRAGG, NC 67	9 NAVAL AIR STATION, PENZA- COLA, FL (L) 159	10 FT BRAGG, NC 16	11
12	13 ANNAPOLIS ACADEMY 94 (E) S.D. HOSPITAL, CA (SELF) 201 NORFOLK, VA 721	14 ANNAPOLIS ACADEMY (E) 89 S.D. HOSPITAL, CA (SELF) 150	15 USS GEORGE WASHINGTON, NORFOLK, VA 407	16 LITTLE CREEK, VA (E) (L) 1926 MCRD, S.D. CA 34 USS EISENHOWER (L) 574	17 MCRD, S.D. CA (SELF) 44	18
19	20 WRIGHT PATTERSON 1	21 NORFOLK, VA (L) 241	22	23	24	25
26	27 NORFOLK, VA (L) 410	28 ITALY 456 FT LEWIS, WA 15	29 FT BRAGG, NC 26	30	31	TRAINING FT BRAGG, NC DEC. 7-10 1999 EDDIE

Tab C

C. W. Bill Young/DoD Marrow Donor Program

Donor Workup Process
August 1997

BYMDC Donor Workup Process

Date: August 1997

1. Each morning the Donor Services Administrative Assistant (AA) receives transactions via STARLink® from the NMDP® registry. Each evening the AA sends transactions to the registry via STARLink® (refer to STARLink® training manual).

2. FOR NEW DR REQUESTS:

Access DR request screen:

- The request is taken to the NMRI DR typing lab where the sample is pulled for HLA-DR typing. If there are sufficient cells to complete the typing, the results are sent via STARLink® to NMDP®. If insufficient cells exist to perform HLA-DR typing, the lab notifies the donor center that an additional specimen needs to be drawn.
- The AA requests the donor consent form from the Data Entry clerk (DE). The form is copied and sent to the donor center.
- The donor is contacted via phone and/or mail, donor interest is assessed, and an appointment date is scheduled for the sample to be drawn at the nearest DoD medical treatment facility.
- A DR testing kit is sent to the third party lab where the sample will be drawn. The sample is sent to the NMRI DR typing lab and the results are forwarded via STARLink®.
- On the day of the draw, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section). The same day or the following day, FedEx® is called to verify package pickup.

3. FOR INCOMING DR TRANSFERS:

- Receive request from civilian donor center for DR transfer. The donor has been contacted by the transferring DC, interest assessed, and he/she qualifies for the DoD Marrow Donor Program.
- The civilian DC faxes the donor demographic information to the BYMDC and initiates the transfer in STARLink®.
- The donor is contacted and an appointment (Monday - Wednesday) is scheduled with the nearest DoD medical treatment facility.

- A DR testing kit is sent to the treatment facility, including DoD demographic consent and DR stage testing consent forms for the donor to complete and be returned with the specimen to the NMRI DR typing lab. The NMRI DR typing lab is notified of transfer and specimen collection and arrival dates.
- The AA accepts transfer and enters the appointment date via STARLink®. On the collection date, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section) and tracks kit activity one day post appointment.
- The NMRI DR typing lab reports results to NMDP®.

4. FOR HR REQUESTS:

Access the HR request screen:

- AA confirms new requests (refer to STARLink® training manual) and records local and/or national ID number. The ID numbers are sent to the DE and consent forms are copied and returned to AA.
- AA creates a file for each consent form/new request. Information on the file contains the following: national ID #, donor ID #, request date, recommended draw date (if applicable), patient ID #, patient's sex, disease, age, Transplant Center (TC) #, Search Coordinator (SC) #, and Donor Services Coordinator (DSC) initials.
- AA assigns the chart to a DSC on a rotating schedule and designates the chart to the DSC's satellite (donor folder tab 2) in STARLink®.
- AA accesses TransUnion® software and traces or retraces each request. AA sends a CT contact letter to the most current address from the search and places a copy in the chart.
- AA places the TC's draw instruction sheet in the donor chart and gives the chart to designated DSC for contact.

5. FOR CT REQUESTS

Access CT request screen:

- AA follows same procedures as above
- AA distributes CT request charts to designated DSCs for contact and screening of donor eligibility to proceed with CT stage testing.

6. FOR INCOMING HR AND CT TRANSFERS:

- AA creates a chart with donor information, assigns the chart to the DSC and designates the satellite.
- DSC accepts the transfer in STARLink® once donor contact is made and interest assessed.

7. FOR RELEASED REQUESTS BOTH HR AND CT:

- AA accesses HR and CT request screens to look for donors with a "Contact Donor" status. Via STARLink® the AA accesses file to note release code and confirm donor contacted (refer to STARLink® training manual).
- AA pulls the donor record from the Awaiting Resolution file cabinet, notes release status on outside of the chart, sends the designated release letter to the donor, and files the chart by national ID #.

8. CT CONTACTING

- DSC contacts donors starting with urgent requests and oldest pending requests. The standard for contacting donors and scheduling appointments ("statusing") is 75% of donors within 15 days and 95% of donors within 30 days.
- In progressing order the DSC will try the following: 1)check date and demographics on consent form against TransUnion® trace report for best home and work phone numbers; 2)if consent form phone number is incorrect, try trace phone number; 3)try work phone numbers; 4)if donor is no longer at that workplace, ask coworkers for forwarding information; 5)call emergency contact, using "411" as necessary; 6)try military locator services and/or Internet searches; 7)try DoD Manpower via E-mail and request unit identification code (UIC) to track donor unit and location; 8)send certified letter to most recent address from TransUnion® search; 9)if certified letter is signed for but still unable to contact donor, seek assistance from donor's commanding officer explaining that this involves a medically urgent situation; 10)if all attempts are unsuccessful, the donor should be reported as temporarily unavailable (TU) or unable to contact (UC) depending on the information the DSC has (with approval from the Donor Services supervisor or the Donor Center manager).

9. SCHEDULING CTs:

- Once the donor has been contacted and interest assessed, the DSC explains CT request stage to include: explanation of the test, odds of matching, workup process, and marrow collection procedure.

- The DSC performs a health history to assess eligibility/anesthesia risk. Any questions or concerns that arise may be addressed with the Associate Medical Director (AMD). DSC should obtain from donor a copy of any medical records for procedures or conditions which may potentially disqualify the donor. (These records are for the AMD's review).
- The Donor Services Supervisor (DSS) must review and sign off on all medical histories.
- The DSC schedules an appointment with the DoD medical treatment facility lab nearest the donor. The appointment is confirmed by the DSC with the lab point of contact (POC). The DSC enters the appointment date/status date in STARLink®.
- The AA and/or the DSC is responsible for writing the appointment in the FedEx® book as well as fabricating a CT package with two kits to be sent to the lab POC. A consent form and educational materials are sent to the donor's residence via FedEx® 2-day delivery. The donor will read, sign, and have their commanding officer (CO), if applicable, sign and return the consent form in an enclosed self-addressed stamped envelope.
- The donor file is placed in the active donor-CT requests/scheduled section of the filing cabinet.
- On the day of specimen collection, the AA schedules FedEx® pickup of all samples being collected that day. A confirmation number is assigned to each sample and the AA records that number on each CT worksheet. Each file is returned to the filing cabinet section "CTs drawn/consents pending".
- The morning after the draw date, the AA tracks activity of kits via FedEx® Powership, enters the airway bill number, informs designated DSC of no activity showing or donor missed appointment.
- Once a donor is statused by NMDP®, the AA follows the procedures outlined in number 7 above. The chart is then filed by national ID number in the filing cabinet.
- NOTE: Anytime a file is removed from a drawer, a "file out" marker must be substituted with the date, ID #, and initials of the person pulling the file.

10. TRANSFER DONOR:

- If a donor is no longer in the military, transfer to a civilian donor center. A DSC

will call the civilian DC nearest the donor and advise them of the transfer.

- All of the donor's information (consent form, STARLink® demographic sheet, HLA type) is faxed to the accepting DC. The fax serves as the hard copy for the new DC.
- Transfer is initiated in STARLink®. Once the transfer has been accepted, the transfer date and the new transfer center # are written on the outside of the chart. The chart is then filed by national ID # in the filing cabinet.

11. DONOR NOT INTERESTED (NI) :

- DSC determines from donor that he/she is no longer interested in continuing participation with the BYMDC or NMDP®. NI is entered into STARLink® and noted on donor file. The DSS must sign off on all NIs. Chart is filed by national ID #.

12. DONOR TEMPORARILY UNAVAILABLE (TU):

- Contact with donor or emergency contact is made but the donor is unavailable for a specified period of time. A donor is statused as TU when he/she satisfies one of the following conditions: deployed overseas, on assignment in the field, having a medical condition that is a temporary deferral, or wishes to be made TU due to an inopportune time.
- Donor is reported as TU via STARLink® with next availability date. Reason for TU status and donor availability date are noted on chart. DSS must sign off on all TUs. Chart is filed by national ID # in the filing cabinet.

13. UNABLE TO CONTACT DONOR (UC):

- The donor is removed from the registry when all attempts at contacting the donor have failed. The chart is reviewed by DSS and verified prior statusing the donor as UC. This information is sent via STARLink®, noted on the chart, and filed away by national ID #.

14. INFECTIOUS DISEASE MARKER TEST RESULTS (IDM):

- IDM results are received from LabCorp™ via electronic printer every other day. The AA separates the CT and WU lab results and matches national ID #s with donor charts and pulls appropriate files.
- The AA merges CT lab results with the corresponding donor chart and completes a Form 24 within one week of receipt using LabCorp™ sheet and medical history

form. The DSS reviews Form 24s for accuracy and copies are sent to the NMDP® registry, SCU, TC coordinator, and donor chart. The lab report is also filed in the donor chart. The chart is returned to the "awaiting resolution" section of the filing cabinet. All abnormal lab results must be reported to the DSS for further review. Form 24s are mailed out on a weekly basis.

15. DONOR REQUEST FOR WORKUP (WU):

- Search Coordinator (SC) faxes, MCI's, and/or calls the BYMDC about a new WU request. The chart is pulled and given to the DSS for assignment to a DSC.
- DSC assembles chart for donor which contains the following sections: 1)Workup information; 2)CT demographics; 3)Lab reports; 4)NMDP® forms; 5)Communication; 6)Billing; 7)Miscellaneous; and 8)Follow up.
- Assigned DSC contacts the donor (same process as at the CT stage, if necessary) and informs him/her of request for marrow. Educational materials (video tape, transplant information articles, vitamins, and iron supplements) are sent to the donor.
- If donor wishes to proceed, the DSC schedules an information session. A proposed collection date is preliminarily discussed.
- During the information session, the pre-physical blood work is scheduled along with any other samples (i.e. pre-collection samples, research samples, and repeat IDMs). Throughout the information session the DSC must keep progressive notes which are filed in the communication section of the chart. NOTE: Progressive communication abbreviated notes (throughout the CT and WU stages) should be listed in the history and notes section of STARLink®.
- DSC sends the BYMDC memo and DoD directive to the donor's commanding officer for approval and signature.
- The DSC and donor agree on harvest date (per SCU request). The DSS books the operating room date and time with the Georgetown University Medical Center Patient Coordinator (GUMC). The physical exam date is based on date of harvest and scheduled with GUMC accordingly.
- The DSS enters donor/harvest information in computer calendar and gives it to the DSCs. The DSS enters courier information in a shared directory when the info is available for use by DSCs. Both schedules are updated regularly by the DSS.
- Per TC request, the DSC calculates cell dose for harvest and faxes marrow prescription verification form to the collection center (CC) physician for

verification.

- Once the CC physician signs the form and returns it to the DSC, the form is sent to the SCU for TC approval. This form also has information about autologous blood which may need to be collected and stored.
- DSC works with Northwest Business Travel to schedule physical exam (PE) flight. Tickets are mailed directly to donor along with expense report to submit for reimbursement of expenditures. Flight itinerary is faxed to DSC. DSC makes hotel reservation at Georgetown University Leavey Center and confirmation number is documented in donor chart.

16. PHYSICAL EXAM AT GUMC:

- The DSC must arrange several appointments for the day of the PE. They are as follows: third party PE, bone marrow transplantation consultation, anesthesia appointment, and autologous unit draw (if needed, if urgent WU, or if donating within 42 days of collection). Appointments must be scheduled so they are conducive to the GUMC Donor Services Liaison's schedule.
- The DSC enters all appointment dates in STARLink® and on the workup checklist.
- The DSC calls or faxes donor with appointment itinerary and directions to the Leavey Center. This information is also forwarded to the GUMC Liaison.
- The DSC copies donor's file and sends it to the GUMC liaison prior to the PE appointment. The liaison takes care of entering the donor in the GUMC hospital information system.

17. THIRD PARTY PHYSICAL EXAM:

- The GUMC liaison meets the donor in the lobby of the Leavey Center fifteen minutes before the first appointment. The PE is on the 6th floor of the Pasquillera Health Center (PHC) Building - Internal Medicine. Most appointments are scheduled for 9:00 am.
- The Patient Registration Form must be submitted at the registration desk. The donor is then to sign the form that is printed out by the clerk indicating the DoD will cover the insurance. The liaison then takes the form the donor just signed, along with the medical/physical exam forms, and signs the donor in at the internal medicine appointment desk.
- While the donor is waiting to be seen for the medical exam, the liaison can go over

the GUMC and BYMDC consent forms. Allow the donor time to read each form before signing. The liaison is to sign as the witness. This is also a time to have the donor fill out the beneficiary form. The donor is given copies of the consent forms.

- When the donor is done with the exam, he/she should have a copy of the completed medical exam report, the handwritten history and physical, the EKG, the chest x-ray request form, and the blood work request form.
- The liaison should then check the donor out at the registration desk and obtain the pink carbon copy which indicates the Medical Record Number (MRN).

18. CHEST X-RAY AND BLOOD WORK (PT/PTT):

- There are no scheduled appointments for the chest x-ray and blood work; therefore, these two procedures are done when time allows. The best time is usually between the physical exam and the anesthesia consult.
- The liaison must register the donor at both the chest x-ray and blood lab. There is a form to be filled out by the liaison for the lab.
- The hard copy of the chest x-ray is expected to be done within 48 hours. It is the responsibility of the liaison to obtain these results by the Hospital Information System or by requesting a copy from Radiology.
- The GUMC Patient Coordinator is responsible for obtaining the results of the PT/PTT. If repeat blood work is requested by a DSC, the liaison must obtain these results, fax a copy to the DSC, and place a copy in the packet for the Form 43 review. The blood work is usually completed within 24 hours.

19. ANESTHESIA CONSULT - 2ND APPOINTMENT

- The liaison is to hand the donor's chart to the nurse in anesthesia. The nurse will meet with the donor to discuss and answer any questions regarding anesthesia. The nurse will complete an Anesthesia Report for the donor. The liaison must make a copy of the report and include this in the chart.

20. BMT CONSULT - 3RD APPOINTMENT

- The BMT Consult is with Kathleen Griffith, C.N.P., in the Bone Marrow Department. Ms. Griffith reviews the chart and meets with the donor.
- After the consult, the liaison will receive an Unrelated Donor Consultation Report completed and signed by Ms. Griffith. This is to be included in the chart.

21. AUTOLOGOUS UNIT - FINAL APPOINTMENT

- The donor will first meet with the nurse in the ARC Blood Bank and complete a health screening. The donor will then give a unit of autologous blood.
- The liaison will receive a form with the autologous unit number. This form is to be placed in the chart. A copy of this information is given to the DSC.
- After the final appointment, the liaison will make sure the donor receives copies of the GUMC and BYMDC consent forms. The donor will also receive other material to read at a later date including insurance information, a Do's and Don't list, and answers to some commonly asked questions on what to expect after the donation.

AUTOLOGOUS UNIT AT FACILITY OTHER THAN GUMC:

- DSC calls ARC/Special Collections or base hospital nearest the donor. A Special Collection form is obtained and given to the Associate Medical Director for signature. The signed form is returned to ARC or hospital. The donor is contacted and appointment made. Appointment date is entered into STARLink® and donor chart. Billing information is confirmed.
- After scheduled appointment time, DSC confirms with donor that unit was drawn. DSC also obtains shipment dates, arrival times and unit numbers from ARC/hospital.
- DSC completes Auto Unit Memo and faxes to GUMC BMT patient coordinator with workup packet.
- DSC calls GUMC Blood Bank to confirm arrival of auto unit at least two days prior to harvest.

22. FORM 43:

- A Form 43 must be filled out and brought to the GUMC Bone Marrow Department within 48 hours of the physical exam. The form must have with it the following items for review: handwritten history and physical, PE lab results, Medical Exam Report, copy of the EKG, chest x-ray report, BMT consult report, CT health history, CT IDMs, and a form 24.
- The Form 43 along with all of the items for review are forwarded to the GUMC patient coordinator who will ensure that everything is signed by the BMT Associate Medical Director within 24 hours.

- Once the form is signed, the paperwork is faxed back, along with the chest x-ray report and any pending blood work, to the BYMDC DSC. The turnaround time from the day of the PE until the Form 43 is completed and faxed back should be 72 hours.
- The DSC puts all information in donor chart and gives it to the DSS for review. The chart is then given to the BYMDC Associate Medical Director for donor clearance.
- If donor is not approved, the Associate Medical Director will either order additional tests (approval pending results) or defer the donor.

23. REPEAT INFECTIOUS DISEASE MARKERS:

- If the WU is urgent, repeat IDMs are done at the time of PE. If the WU is a standard request, repeat IDMs are performed within 30 days of harvest date. Procedures followed are similar to CT requests described earlier. (the difference is a Form 50 filled out versus a Form 24).

24. TRAVEL ARRANGEMENTS FOR DONATION:

- DSC call Northwest Business Travel and arranges for early afternoon arrival the day before the harvest. The itinerary is faxed to the DSC for donor's chart. The tickets are mailed directly to the donor. DSC makes reservation at the Leavey Center and gets a confirmation number for the WU checklist. The donor arrives at least one day before the marrow harvest.

25. MARROW COURIER ARRANGEMENTS:

- The DSS gets a courier name from the BYMDC courier list and DSS passes the information to the DSC. The DSC calls the courier and goes over instructions for marrow transport. The DSC also gets the desired date/time of courier return and credit card information for the courier hotel reservation.
- DSC calls TC for courier instructions if not yet received. Information is faxed to BYMDC with copy to donor folder, copy to GUMC liaison, and copy to courier.
- DSC calls Northwest Business Travel and makes flight and hotel arrangements for courier (both primary and back up flights). Tickets are mailed directly to GUMC liaison to be given to courier on day of harvest. DSC gets faxed copy of itinerary and forwards a copy to the TC and the courier.

26. HARVEST AT GUMC:

- The charts used for the harvests are the same as those used for physicals. Additional forms must be included/added to the chart before the harvest: Courier Letter, Courier Release Form, and Form 50.
- It is the responsibility of the GUMC liaison to make sure all courier tickets have arrived at Georgetown and are in the chart on the day of harvest. The liaison must also have the donor chart and an NMDP® cooler prior to harvest.

27. PRE-ADMISSION APPOINTMENT:

- The liaison will meet the donor and companion in the lobby of the Leavey Center 2 to 2½ hours before the scheduled harvest time (OR time). The donor and companion are escorted to the AM Admit and the donor is registered. Additional paperwork is signed for GUMC.
- The liaison then takes the donor to the Same Day Surgery Area and finds a numbered waiting cubicle. The donor changes into hospital gown and slippers.
- The liaison gives the red chart from AM Admit to the nurses station and notifies them of the donor cubicle number. The nurse will draw 1-2 tubes of blood for typing and cross match. These tubes are transported to the blood bank to ensure that the auto unit(s) reach the OR prior to collection. It is the responsibility of the collection center (GUMC) to transport these tubes to the blood bank.
- If the TC needs peripheral blood samples to accompany the marrow have them drawn at this time. This information is determined by the liaison by looking at the marrow prescription form the day prior to the harvest and having the appropriate tubes labeled and ready. The peripheral blood tubes are to have a green label with both donor and recipient ID #s, date, collection time, and source indicated. The tubes are placed in the cooler and transported with the marrow.
- The donor will be given several consent forms to sign, one of which is the form to receive blood products. The liaison makes sure the donor receives the refusal to receive blood products form as well and informs the donor that the BYMDC Medical Director and Associate Medical Director recommend signing the refusal form. The liaison also has the donor and companion fill out the gourmet meal cards which will be turned in to the cashier's office before noon.
- The donor will be started on an IV and blood pressure is taken prior to going to the OR. The physician and/or the anesthesiologist will stop by and answer any last minute questions. It is the donor's choice as to which type of anesthesia they want (general or epidural/spinal). The liaison goes to change into hospital scrubs.

28. MARROW HARVEST:

- The liaison escorts the donor from the Same Day Surgery Area to the OR. The companion returns to the Leavey Center.
- Anesthesia is administered and the liaison begins the Form 60 - Donor Hospitalization Record. The procedure lasts from 20 to 90 minutes. When the collection is complete the Form 60 must be signed by the physician performing the procedure. A prescription for the donor is obtained from the physician for donor use after discharge. The liaison later takes this to the pharmacy to be filled.
- The liaison confirms the auto unit #, if any stored, prior to re-infusion. NO homologous blood is to be transfused unless a life and death situation. The liaison also confirms the volume of heparin, ACD-A, and RPMI in each marrow bag.
- Donor is brought to recovery. The liaison visits with donor briefly and tells donor that he/she is taking marrow to the processing lab to get it ready for transport. The liaison will meet up with donor once he/she has been assigned a room.

29. CELLULAR ENGINEERING LAB:

- The liaison takes the marrow from the OR to the cell bank in a cooler. The cell bank will let liaison know all pertinent information needed to complete the Form 60: final volume of marrow and media, volume of media, nucleated cell count, and peripheral white cell count.
- The liaison contacts the companion and lets him/her know the procedure is over and that they may see the donor once he/she has been assigned and moved to a room.
- The liaison labels and tags each marrow bag (there must be at least two) with brown tags/white labels. The volume of heparin, ACD-A, and RPMI must be put on the labels. All ID #s for the donor and recipient are checked and verified by the liaison and a lab technician. Verification signatures are required on the Form 60 and the white labels on the marrow bags. The liaison ensures that all blocks on the Form 60 are completed.
- Each marrow bag is placed into an individual zip lock bag. The marrow cooler is lined with a blue chux. The marrow and any tubes (peripheral blood and/or marrow) are placed in cooler.

30. COURIER

- The cooler must also contain the following: yellow copy of Form 50, pink copy of Form 60, marrow lab sheet from GUMC, latex gloves, and 2 copies of courier letter. The liaison signs the Marrow Out book and takes cooler at scheduled time

to the Lombardi Center lobby to meet the courier.

- The cooler transfer will take place in the liaison's office where numbers are verified and the courier receives tickets. The liaison escorts the courier to a cab and instructs the driver to the correct airport (Ronald Reagan Washington National or Dulles).

31. ROOM ASSIGNMENT:

- The liaison calls the GUMC BMT Patient Coordinator and obtains room assignment. The companion is called and a meeting time and location are set. Once the donor is in the room, the liaison meets the companion and escorts him/her to the donor.
- The liaison brings the donor a gift bag from the BYMDC and the prescription for after discharge. The liaison gives the donor the DSC's pager number and phone number to call if any problems arise.
- The liaison obtains the donor's HCT from the nurse and writes it in the donor chart. The liaison notifies the designated DSC that harvest is complete and donor is doing well. The DSC will also receive the room and telephone number of the donor.

32. ONE DAY POST-COLLECTION:

- The liaison calls and/or visits the donor to see how he/she is feeling. The DSC also calls the donor.
- The liaison visits donor and makes sure that hospital discharge goes well. Donor HCT at discharge is obtained and entered into donor chart. Donor goes back to Leavey Center.

33. TWO DAYS POST-DONATION:

- Donor checks out of Leavey Center. The liaison contacts donor to assure that everything is going as expected. Donor takes cab to the airport for flight home.
- The original Form 43 and Form 60 are sent to the BYMDC by the liaison within one week of harvest.

34. DONOR FOLLOW-UP POST-DONATION:

- DSC completes Form 70 within 72 hours of harvest and a copy is mailed to TC, SCU and NMDP® Registry.

- DSC completes Form 76 weekly until donor is asymptomatic. This form is transmitted via STARLink®. DSC calls donor daily for 3 days, weekly for 4 weeks, and monthly for 6 months.
- DSC informs donor of patient updates as available.
- DSC arranges for donor to have HCT and HgB checked 2 and 6 weeks post-donation. DSC sends HCT request form to donor, donor has sample drawn at base lab, and lab sends results to DSC. DSC reviews test results, informs the donor, and files form in donor's chart.
- Donor stays on iron replacement until HCT is within normal limits. DSC may need to consult with Associate Medical Director if HCT is not returning to normal.

35. SIX MONTHS POST-DONATION:

- If donor is not being followed for any complications, DSC disassembles chart and files by national ID# in cabinet.

REPORT DOCUMENTATION PAGE

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