

Dear Chapter DSHR Administrator,

Many of you have had questions on what a DSHR member's "Availability Dates" really mean. Are they to enter the dates they can be away from home or are these the dates they can accept an assignment, and if so, how long of a deployment. Here is a clarification on that subject.

- The DSHR member's availability date range should include the days a member can accept an assignment.
- If a member's Available Begin Date is June 1 and Available End Date is June 30 then the member is indicating that they can accept, at a minimum, a 14 day assignment on June 30.
- The 14 day minimum assignment is a change from the 3 week preferred assignment length we had in the past and will be included in the next version of the DSHR Handbook.
- The requirement minimum for DMH is 10 working days. The availability dates entered for a DMH member should include the dates that member is able to accept a 10 working day assignment.
- Although members may still be asked to deploy for longer periods of time, with priority given to these assignments due to cost effectiveness, members should enter their availability based on being able to accept a 14 day assignment on the last day they indicate availability.
- **Note: 3 week assignments are still desirable for all members as this spans the length of most DRs; but they should still enter their availability End Date based on a 14 day assignment.**

Please disseminate this information to your DSHR members as soon as possible and have them correct their availability if needed.

Remind your DSHR members to keep their availability dates current in the DSHR system using their Self Serve access as this is the way they will be recruited for deployment. Members that don't indicate availability will not show up on recruitment reports.