



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 5025.01
JAN 22 2011

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SUBJECT: Formats and Procedures for Development and Publication of Issuances

References: See Enclosure 1

1. **PURPOSE.** This Instruction:

a. Reissues and cancels JTF CAPMED-I 5025.01 (Reference (a)) to provide additional guidance for procedures relating to Joint Task Force National Capital Region Medical (JTF CapMed) issuances.

b. Incorporates Reference (a) and promulgates guidance, assigns responsibilities, and prescribes procedures and formats, in accordance with (IAW) DoD Instruction 5025.01 and JTF CAPMED-DTM-09-001 (References (b) and (c)), for development and dissemination of JTF CapMed issuances.

2. **APPLICABILITY.** This Instruction applies to Office of the Commander, JTF CapMed (CJTF) and the JTF CapMed Staff, and all other organizational entities within the JTF CapMed Joint Operating Area (JOA) hereafter referred to collectively as the JTF CapMed, as established in Deputy Secretary of Defense (DEPSECDEF) Memorandum and the DEPSECDEF Approved Action Memo (References (d) and (e)).

3. **DEFINITIONS.** See Glossary

4. **POLICY.** It is JTF CapMed policy that all issuances will comply with Reference (b); be promulgated using the DoD Issuance Numbering System (see Enclosure 2); and the type of issuance will be determined using Joint Publication 3-33 (Reference (f)).

5. RESPONSIBILITIES

a. IAW Reference (f), JTF CapMed Decision Making Committee Chairpersons are responsible for development and coordination of all issuances related to areas under their cognizance.

b. The JTF CapMed Executive Secretariat Office (ESO) will manage and maintain current JTF CapMed issuances created for internal or external distribution.

6. PROCEDURES. All JTF CapMed issuances will be established and published IAW the following procedures:

a. Each Decision Making Committee Chairperson, JTF CapMed Directors and Special Staff will identify programs, procedures, and issues requiring codification in an issuance.

b. Issuance development will follow the steps identified in Enclosure 2 and will use the formats provided in Enclosure 3.

c. Draft issuances will be coordinated with all Directors and Special Staff.

d. All issuances will be routed with a JTF CapMed Standardized Comment Matrix (see Enclosure 6). Use of the Comment Matrix is mandatory to ensure all input is captured, properly adjudicated, and maintained in the JTF CapMed archive along with the Word version of the issuance. The final Comment Matrix with all inputs will be submitted along with the issuance to the CJTF. The Action Officer will ensure that each comment is addressed and either Accepted, Rejected (requires full justification), or Accepted with modification (requires rationale) per the instructions included with Enclosure 6 and per Reference (b).

e. Existing JTF CapMed issuances not in the formats provided in Enclosure 3 will be converted by the cognizant Director or Special Staff to those formats at the next update/review of the issuance.

f. Changes to JTF CapMed issuances shall amend an existing JTF CapMed issuance and shall have the full authority of the issuance. If the changes to the issuance involve less than a 25% change in the issuance, the changed issuance shall retain its original publication date (see Enclosure 4 for guidance) and the phrase "Incorporating Change (number and date)" will be inserted beneath the original date by the ESO. If more than 25% of the issuance requires change, the entire issuance shall be revised and reissued with a new date and signature.

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(1) To maintain the currency of JTF CapMed issuances, changes are permitted and encouraged at any time during their respective life cycles (5 years for JTF CAPMED Directives (JTF CAPMED-D), JTF CAPMED Instructions (JTR CAPMED-I), JTF CAPMED Manuals (JTF CAPMED-M), and Administrative Instructions (AI); 7 years for JTF CAPMED-Ds, JTF CAPMED-Is, JTF CAPMED-Ms, and AIs certified as current; and 180 days for Directive-Type Memos (DTM) unless an extension has been granted by the CJTF).

(2) The three types of changes to JTF CapMed issuances are:

(a) Administrative. An administrative change alters only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols.

(b) Conforming. A conforming change is made to comply with recent (within 90 days) and specific Executive, Legislative, or Secretary or Deputy Secretary of Defense direction.

(c) Substantive. A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

(3) Proposed changes to JTF CapMed issuances will be submitted with an Action Memo (Enclosure 7) stating the purpose of the proposed change.

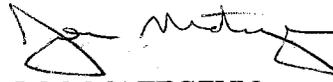
(4) Upon receipt of the approved changed issuance, the ESO shall verify the changes and mark the issuance "Incorporating Change (number and date)" beneath the original date and post the changed issuance to the JTF CapMed Issuance Web Site.

g. All issuances (including changes to issuances) will be routed by the Action Officer to JTF J5 Policy for final internal routing to JCode Directors and to the Legal Advisor for a final legal review prior to CJTF signature and publication. External routing and documentation indicating prior coordination with the Military Services will be included by the Action Officer in the final submission as a tab to the Action Memo accompanying the issuance. The Action Memo will be in the format promulgated in Enclosure 7.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at <https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

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8. EFFECTIVE DATE. This Instruction is effective immediately.



J. M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander

Enclosures

1. References
 2. DoD Issuance Numbering System
 3. Issuance Algorithm
 4. Issuance Templates
 5. Format Guidance for Submitting Changes to JTF CapMed Issuances
 6. JTF CapMed Standardized Comment Matrix
 7. Action Memo
- Glossary

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ENCLOSURE 1

REFERENCES

- (a) JTF CAPMED Instruction 5025.01, "Formats and Procedures for Development of Issuances," January 22, 2010 (hereby cancelled)
- (b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007, incorporating Change 2, July 1, 2010
- (c) JTF CAPMED Directive-Type Memorandum 09-001, "Joint Task Force National Capital Region Medical (JTF CapMed) Guidance for Promulgation, Development and Dissemination of Written Communication," September 30, 2009 (hereby cancelled)
- (d) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force – National Capital Region Medical (JTF CapMed) and JTF CapMed Transition Team," September 12, 2007
- (e) Deputy Secretary of Defense Approved Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical (JTF CapMed)," January 15, 2009
- (f) Joint Publication 3-33, "Joint Task Force Headquarters," February 16, 2007
- (g) JTF CAPMED Manual 10-001, "Joint Task Force National Capital Region Medical Correspondence Manual," Incorporating Change 2, August 18, 2010

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ENCLOSURE 2

DoD ISSUANCE NUMBERING SYSTEM

1. BASIC NUMBERING SYSTEM. The JTF CapMed J5 Policy shall assign numbers to JTF CapMed issuances.

a. JTF CAPMED Directives (JTF CAPMED-Ds) and JTF CAPMED Instructions (JTF CAPMED-Is). The basic number shall be in Arabic numerals and shall consist of a 4-digit number representing a major subject group and its subgroup, followed by a decimal point and a 2-digit sequential number of the subgroup. For example:

(1) JTF CAPMED-I 5025.01 is in the major subject group "5000 – Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs, and Legislative Affairs."

(2) The number "25" represents the subgroup "5000-5099 – Acquisition and Administrative Management."

(3) The number ".01" indicates that this is the first issuance assigned to that subgroup.

b. JTF CAPMED Manuals (JTF CAPMED-Ms). JTF CAPMED-Ms shall be assigned the same number as the JTF CAPMED-D or JTF CAPMED-I they implement. JTF CAPMED-Ms exceeding 100 pages in length shall be separated into Volumes. Each Volume shall retain the same number, with the addition of a dash and Volume number in Arabic numerals at the end, e.g.:

(1) JTF CAPMED Manual 1400.25, Volume 1. Abbreviated as "JTF CAPMED-M 1400.25-M-V1."

(2) JTF CAPMED Manual 1400.25, Volume 2. Abbreviated as "JTF CAPMED-M 1400.25-M-V2."

c. JTF CAPMED Directive-Type Memorandums (DTMs). JTF CAPMED-DTMs shall be numbered sequentially beginning with the year in which issued, followed by the Arabic numeral for that JTF CAPMED-DTM; e.g., for the first JTF CAPMED-DTM issued in calendar year 2009, "JTF CAPMED-DTM-09-001."

2. NUMBERING NEW ISSUANCES

a. JTF CAPMED-Ds and JTF CAPMED-Is. The Directors or Components initiating new Directives and Instructions shall propose a 4-digit major group and subgroup number from the list in the enclosure. The JTF CapMed J5 Editors shall assign a 2-digit alphabetic descriptor for the subgroup, rather than a sequential number, for use throughout the coordination and approval

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process. The 2-digit sequential number of the subgroup shall be added when the issuance is approved and signed.

b. DTMs. The Director or Components shall secure a number from the JTF CapMed ESO prior to initiating coordination.

3. NUMBERING REISSUANCES. Reissuances shall retain the same number as the original issuance. Numbers shall not be reused for any other purpose.

4. CLASSIFIED AND FOR OFFICIAL USE ONLY (FOUO) ISSUANCES. The abbreviation of the highest overall security classification within the issuance shall precede the issuance number: "C-" for Confidential, "S-" for Secret, and "TS-" for Top Secret. "O-" shall precede the number of FOUO issuances.

MAJOR SUBJECT GROUPS AND SUBGROUPS

- 1000 MANPOWER AND PERSONNEL (CIVILIAN, MILITARY, AND RESERVE)
- 2000 INTERNATIONAL AND FOREIGN AFFAIRS
- 3000 PLANS AND OPERATIONS, RESEARCH AND DEVELOPMENT, INTELLIGENCE, AND COMPUTER LANGUAGE
- 4000 LOGISTICS, NATURAL RESOURCES, AND ENVIRONMENT
- 5000 ACQUISITION, ADMINISTRATIVE MANAGEMENT, ORGANIZATIONAL CHARTERS, SECURITY, PUBLIC AFFAIRS, AND LEGISLATIVE AFFAIRS
- 6000 HEALTH
- 7000 BUDGET, FINANCE, AUDITS, AND INFORMATION CONTROL
- 8000 INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

1000-1999 MANPOWER AND PERSONNEL (CIVILIAN, MILITARY, AND RESERVE)

1000-1099 General

- 1000 General
- 1005 Honors and Ceremonies
- 1010 Drug and Alcohol Abuse
- 1015 Morale, Welfare, and Recreation
- 1020 Equal Opportunity
- 1025 Education and Training
- 1030 Criminal Justice

1100-1199 Manpower

- 1100 General
- 1110 National Requirements
- 1115 Availability and Procurement
- 1120 Department of Defense Requirements
- 1125 Utilization
- 1130 Scientific and Technical Personnel
- 1135 Labor Relations
- 1140 Allocations
- 1145 Qualitative Distribution

1200-1299 Reserve Forces

- 1200 General
- 1205 Personnel
- 1215 Training and Education
- 1225 Facilities and Equipment
- 1235 Mobilization and Active Duty
- 1240 Demobilization
- 1241 Benefits and Eligibility
- 1250 National Committees

1300-1399 Military Personnel

- 1300 General
- 1304 Recruitment, Induction, Enlistment, and Reenlistment
- 1308 Physical and Mental Standards
- 1310 Classification and Designation
- 1312 Occupational Analysis
- 1315 Assignment and Rotation
- 1320 Advancement and Promotion
- 1322 Training and Education
- 1325 Performance and Discipline
- 1327 Leave and Liberty
- 1330 Morale, Welfare, and Recreation

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- 1332 Retirement and Separation
- 1334 Uniforms
- 1336 Records and Forms
- 1338 Clothing, Food, and Housing
- 1340 Pay and Allowances
- 1341 Benefits and Eligibility
- 1342 Dependents
- 1344 Personal Affairs
- 1348 Awards and Decorations
- 1350 Equal Opportunity
- 1352 Retired Regular and Reserve
- 1354 Union Activities

1400-1499 Civilian Personnel

- 1400 General
- 1401 Nonappropriated Funds
- 1402 Recruitment, Examination, Selection, and Employment
- 1403 Senior Executive Service and General Schedule 16 through 18
- 1404 Placement, Promotion, Demotion, Transfer, Reassignment, and Reemployment
- 1412 Retirement
- 1416 Salary and Wages
- 1418 Allowances and Differentials
- 1422 Hours of Work and Overtime
- 1424 Leave
- 1426 Employee Relations
- 1430 Education and Training
- 1432 Awards, Suggestions, and Incentives
- 1438 Health and Safety
- 1440 Equal Opportunity
- 1442 Special Categories
- 1444 Records and Forms

2000-2999 INTERNATIONAL AND FOREIGN AFFAIRS

2000-2099 General

- 2000 General
- 2010 North Atlantic Treaty Organization
- 2030 Trade Control and Agreements
- 2060 Arms Control, Disarmament, and Verifications

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2100-2199 Military Assistance and Sales

- 2100 General
- 2110 Military Assistance
- 2140 Military Sales

2200-2299 Democracy, Peacekeeping, and Human Rights

- 2200 General
- 2205 Humanitarian and Civic Assistance

2300-2399 Customs of War

- 2300 General
- 2305 Law of War
- 2310 Prisoners of War/Missing in Action

3000-3999 PLANS AND OPERATIONS, RESEARCH AND DEVELOPMENT,
INTELLIGENCE, AND COMPUTER LANGUAGE

3000-3199 Plans and Operations

- 3000 Plans and Operations
- 3001 Personnel Accounting
- 3002 Personnel Recovery
- 3003 DoD Support to Civil Search and Rescue
- 3005 Mobilization and Readiness
- 3020 Crisis Management and Emergency Preparedness
- 3025 Civil Defense, Civil Disturbances, and Evacuations
- 3100 International Cooperation
- 3110 Logistics
- 3115 Intelligence
- 3145 Biological and Chemical Defense
- 3150 Nuclear Weapons Systems

3200-3299 Research and Development

- 3200 General
- 3201 Laboratories
- 3210 Research Grants
- 3216 Biological Research
- 3222 Electromagnetic Compatibility and Electronic Warfare
- 3224 Equipment and Supplies

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3300-3399 Intelligence

- 3300 General
- 3305 Education and Training
- 3325 Intelligence Collection

3400-3499 Computer Language

- 3400 General
- 3405 Programming Languages
- 3410 Artificial Intelligence

3500-3599 Space Systems and Programs

- 3500 General

3600-3699 Information Operations

- 3600 General

4000-4999 LOGISTICS, NATURAL RESOURCES, AND ENVIRONMENT

4000-4099 Logistics

- 4000 Logistic Support
- 4005 Industrial Preparedness

4100-4199 Materiel and Property Management

- 4100 Commercial Activities
- 4105 Procurement
- 4120 Standards
- 4140 Materiel Management and Control
- 4145 Storage
- 4151 Materiel Maintenance
- 4155 Quality Assurance and Control
- 4161 Personal and Military Property
- 4165 Real Property
- 4170 Conservation

4200-4299 Production and Acquisition

- 4200 General
- 4205 Contractual Assistance
- 4210 Materials
- 4220 Petroleum Products

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4245 Acquisition Management and Production
4270 Construction

4400-4499 Priority and Urgency

4400 General
4410 Procedures and Instructions

4500-4599 Transportation

4500 Management
4515 Utilization
4525 Postal Services
4540 Movement Control

4600-4699 Communications and Electronics

4600 Countermeasures
4630 Facilities
4640 Telephone and Telecommunications
4650 Radio
4660 Communications Security

4700-4799 Natural Resources and Environment

4700 General
4705 Water
4710 Preservations
4715 Environmental Security

5000-5999 ACQUISITION, ADMINISTRATIVE MANAGEMENT, ORGANIZATIONAL CHARTERS, SECURITY, PUBLIC AFFAIRS, AND LEGISLATIVE AFFAIRS

5000-5099 Acquisition and Administrative Management

5000 General
5010 Management Programs
5015 Records Management
5025 Directives Program
5030 Interagency Relations
5035 Contributions
5040 Audiovisual Activities
5045 Correspondence

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5100-5199 Organizational Charters

- 5100 General
- 5101 Executive Agents
- 5105 Secretary of Defense
- 5106 Inspector General of the Department of Defense
- 5110 Washington Headquarters Services
- 5111 Under Secretary of Defense (Policy)
- 5118 Under Secretary of Defense (Comptroller/Chief Financial Officer)
- 5122 Assistant Secretary of Defense (Public Affairs)
- 5124 Under Secretary of Defense (for Personnel and Readiness)
- 5125 Assistant Secretary of Defense (for Reserve Affairs)
- 5134 Under Secretary of Defense (Acquisition and Technology)
- 5136 Assistant Secretary of Defense (Health Affairs)
- 5141 Assistant Secretary of Defense (Program Analysis and Evaluation)
- 5142 Assistant Secretary of Defense (Legislative Affairs)
- 5143 Under Secretary of Defense (Intelligence)
- 5144 Assistant Secretary of Defense (Networks and Information Integration/DoD Chief Information Officer)
- 5145 General Counsel of the Department of Defense
- 5149 Coordinators and Advisors
- 5158 Joint Chiefs of Staff

5200-5299 Security

- 5200 General
- 5205 Special Programs
- 5210 Personnel, Facilities, and Classification Guides
- 5215 Computer Security
- 5220 Industrial Security
- 5230 Information Disclosure
- 5240 Counterintelligence
- 5250 Signature Support

5300-5399 Office and Administrative Services

- 5305 Space
- 5330 Printing and Copying
- 5335 Supplies and Equipment

5400-5499 Public Affairs

- 5400 General
- 5410 Community and Commercial Participation

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5500-5599 Legislative Affairs

- 5500 General
- 5505 Investigations
- 5515 Claims
- 5525 Law Enforcement and Legislative Affairs
- 5530 Agreements
- 5535 Patents, Copyrights, and Trademarks
- 5545 Congressional Relations and Hearings

6000-6999 HEALTH

6000-6099 General

- 6000 General
- 6010 Benefits and Treatment
- 6015 Facilities
- 6020 First Aid
- 6025 Health Care
- 6040 Records and Forms
- 6050 Environmental Hazards
- 6055 Safety
- 6060 Child Care

6100-6199 Physical Fitness

- 6100 General
- 6130 Evaluation, Review Boards, and Councils

6200-6399 Preventive and General Medicine

- 6200 General
- 6205 Immunization
- 6230 Hygiene and Sanitation
- 6310 Treatment and Hospitalization

6400-6499 Special Fields

- 6400 General
- 6410 Dentistry
- 6420 Medical Intelligence
- 6430 Boards
- 6440 Laboratory Testing
- 6465 Pathology
- 6480 Blood
- 6485 Infections and Diseases

6490 Mental Health
6495 Assault Prevention

7000-7999 BUDGET, FINANCE, AUDITS, AND INFORMATION CONTROL

7000-7099 General

7000 General
7040 Financial Management
7041 Cost and Economic Information
7045 Program Management
7050 Investigation and Inspection
7060 International Balance of Payments Program

7100-7199 Budgeting

7100 General
7150 Public Works

7200-7299 Appropriations Accounting and Control

7200 General
7220 Obligations, Expenditure, and Cost Accounting
7230 Reimbursements
7250 Reprogramming
7280 Special Funds
7290 Military Assistance

7300-7399 Disbursements and Receipts

7300 General
7310 Accountability
7330 Payrolls and Pay Allotments
7360 Foreign Financial Operations

7400-7499 Revolving Funds

7400 General
7410 Industrial Funds
7420 Stock Funds
7460 Management Funds

7600-7699 Auditing

7600 General
7640 Contract Auditing
7650 General Accounting Office

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7700-7799 Information Resources Management

- 7700 General
- 7710 Financial Reporting
- 7720 Progress Reporting
- 7730 Statistical Reporting
- 7740 Programs
- 7750 Information Requirements
- 7770 Magnetic Tape Extracts

7800-7899 Contract Financing

- 7800 General
- 7830 Advance Payments
- 7840 Partial and Progress Payments

7900-7999 Automated Information Systems

- 7900 General
- 7920 Automated Information Systems
- 7930 Programs
- 7935 Data Systems Documentation Standards
- 7950 Automated Data Processing Resources

8000-8999 INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

8000-8099 Defense Information Management

- 8000 General

8100-8199 Information Resources Management

- 8100 General
- 8110 Information Management Strategic and Business Planning
- 8115 Capital Planning and Investment Control
- 8120 Automated Information Systems
- 8130 Governance Processes and Management Control Structures
- 8140 Knowledge/Skills-Based Workforce
- 8150 Performance Measures and Assessment Activities
- 8160 Asset Inventory Management and Visibility
- 8170 Creating, Accessing, and Dissemination of Information
- 8180 Records Management
- 8190 Electronic Business/Electronic Commerce

8200-8299 Mission and Functional Processes

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- 8200 General
- 8210 Customer Requirements Generation Processes
- 8215 Suppliers and Competitive Sourcing
- 8220 Information Technology Services
- 8240 Business Process Re-Engineering
- 8250 Process Change
- 8260 Data Management
- 8270 Operational Architectures

8300-8399 Information Infrastructure Design and Engineering

- 8300 General
- 8310 Building Codes and Standards
- 8315 Modeling and Simulation
- 8320 Data Elements and Codes
- 8330 Integration and Interoperability
- 8340 Common Operating Environment
- 8350 Engineering
- 8360 Test and Evaluation
- 8370 Technical and Systems Architectures

8400-8499 Information Technology

- 8400 General
- 8410 Computing
- 8420 Telecommunication
- 8430 Software and Application Systems
- 8440 Other Information Technology
- 8450 Information Processing Services
- 8460 Telecommunications Services
- 8470 Software Services

8500-8599 Information Infrastructure Protection and Safeguards

- 8500 Information Assurance General (Overarching)
- 8510 Information Assurance Certification and Accreditation
- 8520 Key and Identity Management (Public Key Infrastructure, Key Management Infrastructure, Electronic Key Management System)
- 8521 Biometrics
- 8530 Computer Network Defense
- 8531 Vulnerability Management (e.g., Information Assurance Vulnerability Alert)
- 8540 Interconnectivity/Multiple Security Levels (e.g., SECRET and Below Interoperability)
- 8550 Network/Web
- 8551 Ports, Protocols, and Services
- 8560 Assessments (e.g., Red Teaming, TEMPEST Testing and Monitoring)
- 8570 Education, Training, Awareness
- 8580 Other Information Assurance (e.g., Information Assurance in Acquisition, Operational

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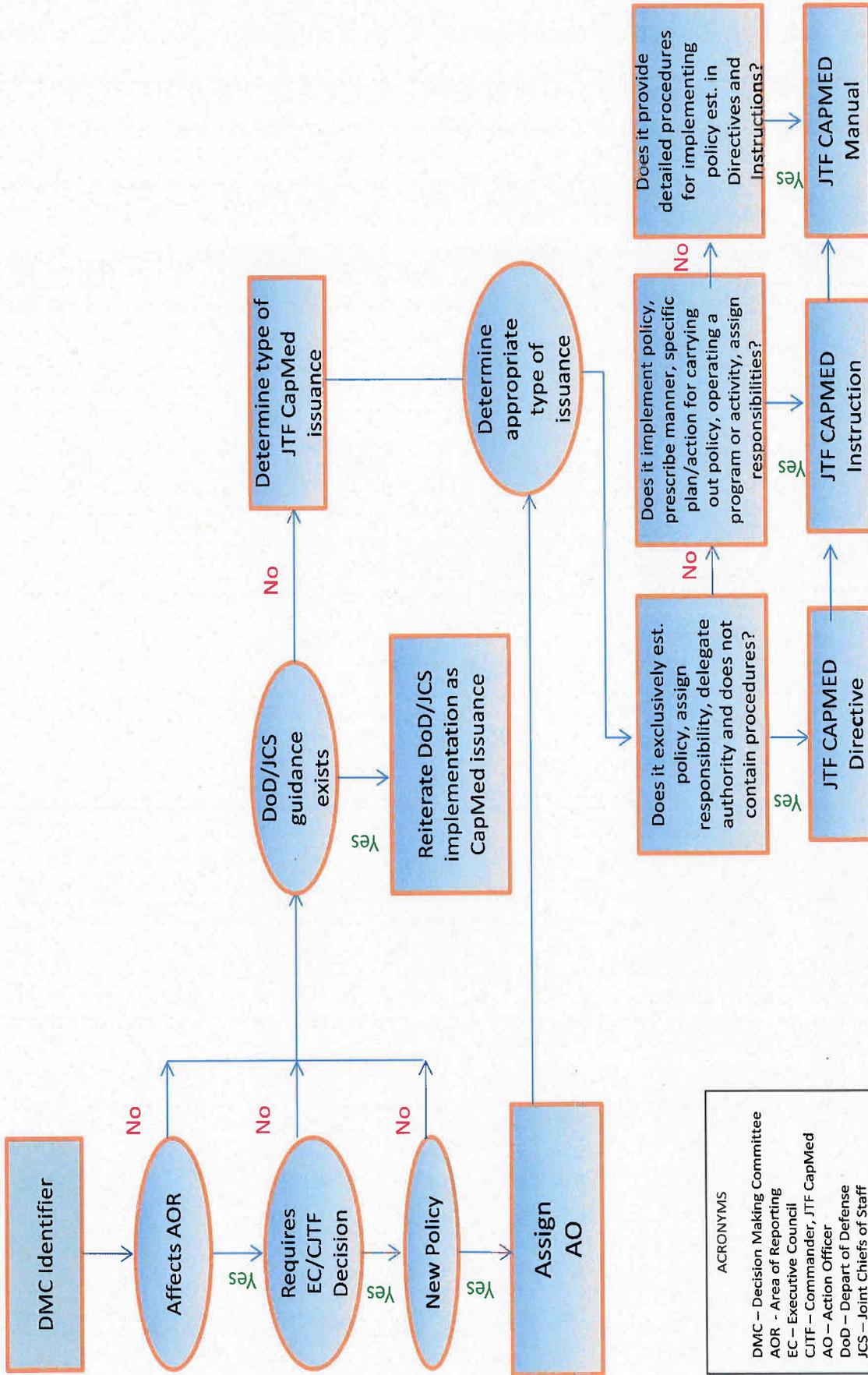
Test and Evaluation)

- 8581 Information Assurance for Space Systems
- 8582 Information Assurance in the Acquisition System
- 8590 Critical Infrastructure Protection

8900-8999 Information Collection

- 8900 General
- 8910 Information Requirements

ENCLOSURE 3



ACRONYMS
 DMC – Decision Making Committee
 AOR - Area of Reporting
 EC – Executive Council
 CJTF – Commander, JTF CapMed
 AO – Action Officer
 DoD – Department of Defense
 JCS – Joint Chiefs of Staff

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ENCLOSURE 4

ISSUANCE TEMPLATES

1. Appendix 1 – JTF CAPMED Directive Template
2. Appendix 2 – JTF CapMed Decision Making Committee Charter Template
3. Appendix 3 – JTF CapMed Working Group Charter Template
4. Appendix 4 – JTF CAPMED Instruction Template
5. Appendix 5 – JTF CAPMED Manual Template
6. Appendix 6 – JTF CapMed Enclosure and Glossary Template
7. Appendix 7 – JTF CAPMED Directive Type Memorandum (DTM) Template

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APPENDIX 1 TO ENCLOSURE 4

JTF CAPMED DIRECTIVE TEMPLATE



Joint Task Force
National Capital Region Medical
DIRECTIVE

NUMBER XXXX.XX

Leave blank/date will be stamped

JCode

SUBJECT: (Name of the Directive – Do not use all caps, JTF CapMed, or bold)

- References:
- (a) (As needed; reissuance, cite the JTF CAPMED-D being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g. January 1, 2010])
 - (c) Tabs are set at .92” and 1.25” with a hanging indent set at 1.25”

1. PURPOSE. (Required) This Directive: (State concisely why the Directive is being published.)

2. APPLICABILITY. (Required) This Directive applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

3. DEFINITIONS. (Optional – delete if not applicable)

a. Place in alphabetical order. When Definitions exceed half a page, place them in the Glossary at end of the Directive. Tab is set at 0” left, special is “first line,” by .25”.

b. A listing of acronyms is required if the Directive contains more than 15 acronyms; place in the Glossary.

c. A paragraph “a” must have a paragraph “b”

(1) A paragraph “(1)” must have a paragraph “(2)”

(2) Tab is set at 0” left, special is “first line,” by .50”

(a) A paragraph “(a)” must have a paragraph “(b)”

(b) Tab is set at 0” left, special is “first line,” by .75”

4. POLICY. (Required) It is JTF CapMed policy [“that” or “to”]: (This policy section states the principles and/or goals. DO NOT include responsibilities in the policy section. DO NOT include procedures in JTF CAPMED-Ds.)

5. RESPONSIBILITIES. (Required) (If responsibilities exceed half a page, place them in an enclosure.)

6. INFORMATION REQUIREMENTS. (Required only if the Directive includes a requirement for collecting or disseminating information.)

a. Use this section to identify forms, reports, record-keeping systems, or other requirements for obtaining information from the JTF CapMed and other DoD Components, non-DoD Federal agencies, and the public, and for furnishing information to the public.

b. Also use this section to cancel information requirements. If information requirements exceed half a page, place them in an enclosure or enclosures. Subdivide the enclosures into Appendixes as appropriate.

7. RELEASABILITY. (Required - Select one of the following options; cut/paste here and delete the other options.)

OPTION 1

RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at:

<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 2

RELEASABILITY. RESTRICTED. This Directive is approved for restricted release. Authorized users may obtain copies from the JTF CapMed Intranet Web Site at: <https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 3

RELEASABILITY. NOT RELEASABLE. The release and distribution of this Directive shall be approved only by [enter the originating JTF CapMed Director/Component and contact information].

8. EFFECTIVE DATE. (Required) (State when the Directive is effective; e.g., This Directive is effective immediately – or – This Directive is effective on Date (month, day, year) – or – The information requirements established by this Directive are effective on Date (month, day, year). All other provisions of this Directive are effective immediately.)

(Signature block tab is 3.25” and begin signature block on 5th line)

J.M. MATECZUN
Vice Admiral, U.S. Navy
Commander

Enclosures (Delete if not required)

1. References (Always the first enclosure)
2. Responsibilities

Glossary (A GLOSSARY OF ACRONYMS IS REQUIRED IF THE DIRECTIVE CONTAINS MORE THAN 15 ACRONYMS [Always the last enclosure])

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APPENDIX 2 TO ENCLOSURE 4

JTF CAPMED DECISION MAKING COMMITTEE CHARTER TEMPLATE



Joint Task Force
National Capital Region Medical
DIRECTIVE

NUMBER 51XX.XX

Leave blank/date will be stamped

JCode

SUBJECT: (This template is ONLY for a Decision Making Committee Charter - Do not use all caps, JTF CapMed, or bold)

- References:
- (a) (As needed; reissuance, cite the JTF CAPMED-D being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g., January 1, 2010])
 - (c) Tabs are set at .92" and 1.25" with a hanging indent set at 1.25"

1. PURPOSE. (Required) This Directive: (State concisely why the Decision Making Committee (DMC) is being published. This section contains the authority for establishing the charter and the chartering JCode Director's guidance to the DMC in terms of membership/staffing and primary objective. It may specify certain types of knowledge/expertise needed or desired. This section should highlight what the DMC will accomplish and/or the desired end state. It may include background if it contributes to understanding the purpose.)

2. APPLICABILITY. (Required) This Directive applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

3. MISSION. (Required) (This section should include a well-written mission statement that outlines the focus area(s) and is characterized by specificity, breadth, and measurability.)

4. DEFINITIONS. (Optional – delete if not applicable)
 - a. Place in alphabetical order. When Definitions exceed half a page, place them in an enclosure at the end of the Charter. Tab is set at 0” left, special is “first line,” by .25”.

 - b. A listing of acronyms is required if the issuance contains more than 15 acronyms; place in the Glossary.

 - c. A paragraph “a” must have a paragraph “b”
 - (1) A paragraph “(1)” must have a paragraph “(2)”
 - (2) Tab is set at 0” left, special is “first line,” by .50”
 - (a) A paragraph “(a)” must have a paragraph “(b)”
 - (b) Tab is set at 0” left, special is “first line,” by .75”

5. ORGANIZATION AND MANAGEMENT. (Required) (This section of the Charter should identify the names and organizational identities of the DMC members. It should clearly identify the leadership and management of the DMC. Use title of Official, do not use proper names.) Specific elements that might be included in this section are:
 - a. Chairperson – (Official title only)

 - b. Co-Chairperson – (Official title only)

 - c. Appointed Liaison(s) – (Official title only)

 - d. Advisors to the Decision Making Committees/Work Group – (Official title only)

 - e. This section may contain a statement on the expectation of the members to the DMC. Examples could be: The DMC will establish its own operating procedures, meeting schedule, and interim work products necessary for the completion of its mission. All members are expected to attend meetings established by the chairperson and be prepared for discussions and contribute accordingly. Members are expected to keep their respective Component Leaders apprised of their progress, workings, and recommendations and will be responsible for any Service-specific issues.

JAN 22 2011

6. RESPONSIBILITIES AND FUNCTIONS. (Required)

a. Deliverables – Provide Executive Council (EC) with data for making decisions. Provide recommendations for resource/logistic issues throughout the JOA.

b. Policy Development: The (Name) Decision Making Committee shall:

(1) Oversee the development and implementation of JTF CapMed HQ issuances which fall under the cognizance of this Decision Making Committee (DMC) by chartering Work Groups to ensure a collaboration effort is achieved, capturing the best practices of each Service.

(2) Prioritize the list of JTF CapMed J5 Policy assigned issuances and provide that information to JTF CapMed J5 and Program Management Office (PMO).

(3) Utilize the Joint Operational Planning Process (JOPP) process to develop Course(s) of Action (COA(s)) for each issuance.

(4) A chief consensus for recommended COA, draft issuance for CJTF approval.

(5) Prepare a “Decision Brief” to be submitted to the EC or Executive Board for ratification if consensus cannot be achieved at the Decision Making Committee level.

(6) Provide monthly updates to the JTF CapMed J5 and PMO for status of assigned issuances.

7. RELATIONSHIPS. (Required) (This section will be brief and describe the DMC roles that may exist (e.g., Chairperson, Co-Chairperson, Secretary, Liaison, Expert Advisor, Staff) and a minimal set of functions/duties to the extent the DMC wishes to specify. This should describe reporting relationships. Example - The X will report to the multi-disciplinary Y Work Group of the overseeing Decision Making Committees.)

8. AUTHORITIES. (Required – This section should describe the authorities delegated to the Work Group by the establishing entity. It should specify what resources and decision-making authority the establishing authority has delegated and any tasking to the Services. Any budgeting authority should be included here.

a. Pursuant to the authority vested in the Secretary of Defense under Reference (a) establishes Joint Task Force – National Capital Medical with the mission, organization, responsibilities, functions, relationships, and authorities as described herein. The Commander shall have the authority to compile budgets for the units assigned to JTF CapMed and distribute and direct resources as needed within the JOA to accomplish mission objectives. Oversee, manage, and distribute resources to military healthcare assets within the JOA. Develop a Joint National Capital Region transition plan and oversee Base Realignment and Closure Business

Plan 169 and 173E implementation and related Military Construction (MILCON) projects. Coordinate the scheduling and funding of clinical and non-clinical work with Services.

b. The (Name) Decision Making Committee is authorized to approve subject matter content and develop issuances for non-contentious items. For contentious and/or high-profile subject matter, ensure a two-step process which includes (1) subject matter approval by the EC or Executive Board if necessary and (2) codification of approved decision via an issuance.

9. ADMINISTRATION: (Required - The intent of this section is to provide a place in the Charter for those situations where a sponsor or chartering organization wishes to prescribe and impose specific overarching "rules of engagement" that will apply to the DMC deliberations and activities.)

a. Meeting Frequency: (This section should describe how often the DMC will meet, times, and locations.)

b. Decision-Making Methodology: (This section should describe how the DMC comes to a consensus on a decision (e.g., unanimity, consensus, and/or voting). Decision making should follow the Joint Operational Planning Process (JOPP) process and include how COAs are developed, analyzed, and submitted to the Executive Council (EC).)

c. Problem/Issue Escalation and Resolution Processes: (In this section, the Charter should specify what remedies the DMC has at its disposal in the event it encounters certain problems/issues it cannot resolve, e.g., report issues to JCode Directors first.)

d. Closure and Work Group Self-Assessment: (This section would describe any instructions for Decision Making Committees' final closure including any feedback and/or self-assessment requested by the sponsor or chartering Director. This section might also indicate any specific format, template, or prescribed manner in which the feedback is to be provided. This may include a guideline addressing under what conditions the DMC is dissolved, e.g., the default might be that a Work Group ceases to exist and is automatically de-chartered and de-commissioned upon completing its final deliverables. If, on the other hand, the Deputy Commander Joint Task Force Capital Medical (DCJTF CapMed) wishes to formally dissolve the DMC, it would specify such order in this section.)

e. Status Update: The (Name) Decision Making Committee will collect a status update on each Issuance Working Group and submit as part of the monthly report to the EC. This will be a total Committee report and will include:

- (1) Total number of issuances assigned.
- (2) Total number of issuances currently in development.

(3) Total number of issuances approved by Decision Making Committee (list to be provided to EC).

(4) Plan for the following month to include issuances to be signed and issuances ready for presentation to the EC (must be coordinated with PMO).

10. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Issuances Website at:
<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>. (Required)

11. EFFECTIVE DATE. This Directive is effective immediately.

(Signature block tab is 3.25" and begin signature block on 5th line)

STEPHEN L. JONES
Brigadier General, U. S. Army
Deputy Commander

Enclosures (Delete if not required)

1. References (Always the first enclosure)
2. Responsibilities

Glossary (A GLOSSARY OF ACRONYMS IS REQUIRED IF THE DIRECTIVE CONTAINS MORE THAN 15 ACRONYMS [Always the last enclosure])

JAN 22 2011

APPENDIX 3 TO ENCLOSURE 4

JTF CAPMED WORKING GROUP CHARTER TEMPLATE



Joint Task Force
National Capital Region Medical
DIRECTIVE

NUMBER 51XX.XX

Leave blank/date will be stamped

JCode

SUBJECT: (Name of the Committee/or Work Group Charter - Do not use all caps, JTF CapMed, or bold)

- References:
- (a) (As needed; reissuance, cite the JTF CAPMED-D being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in the order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g., January 1, 2010])
 - (c) Tabs are set at .92" and 1.25" with a hanging indent set at 1.25"

1. **PURPOSE.** (Required) This Directive: (State concisely why the Directive is being published. This section contains the authority for establishing the Work Group charter and the chartering Decision Making Committee (DMC) guidance to the Work Group in terms of membership/staffing and primary objective. It may specify certain types of knowledge/expertise needed or desired. This section should highlight what the Work Group will accomplish and/or the desired end state. It may include background if it contributes to understanding the purpose.)

2. **APPLICABILITY.** (Required) This Directive applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

3. MISSION. (Required) (This section should include a well-written mission statement that outlines the focus area(s) and is characterized by specificity, breadth, and measurability.)

4. DEFINITIONS. (Optional – delete if not applicable)

a. Place in alphabetical order. When Definitions exceed half a page, place them in an enclosure at the end of the Charter. Tab is set at 0” left, special is “first line,” by .25”.

b. A listing of acronyms is required if the issuance contains more than 15 acronyms; place in the Glossary.

c. A paragraph “a” must have a paragraph “b”

(1) A paragraph “(1)” must have a paragraph “(2)”

(2) Tab is set at 0” left, special is “first line,” by .50”

(a) A paragraph “(a)” must have a paragraph “(b)”

(b) Tab is set at 0” left, special is “first line,” by .75”

5. ORGANIZATION AND MANAGEMENT. (Required) (This section of the Charter should identify the names and organizational identities of the Work Group members. It should clearly identify the leadership and management of the Work Group. Use title of Official, do not use proper names.) Specific elements that might be included in this section are:

a. Chairperson – (Official title only)

b. Co-Chairperson – (Official title only)

c. Appointed Liaison(s) – (Official title only)

d. Advisors to the Decision Making Committees/Work Group – (Official title only)

e. This section may contain a statement on the expectation of the members to the Work Group. Examples could be: The Work Group will establish its own operating procedures, meeting schedule, and interim work products necessary for the completion of its mission. All members are expected to attend meetings established by the chairperson and be prepared for discussions and contribute accordingly. Members are expected to keep their respective Component Leaders apprised of their progress, workings, and recommendations and will be responsible for any Service-specific issues.

JAN 22 2011

6. RESPONSIBILITIES AND FUNCTIONS. (Required)

a. This section will be brief and highlight to prospective drafters the need to include some or all of the following elements in this section: outcomes, products, deliverables and reporting, key milestones, timeframes, and durations. This section might also contain any advice to the Work Group members relating to missed deadlines and procedures for requesting extensions. Example - J# will provide administrative and clerical support for the Work Group meetings.

b. If responsibilities exceed half a page, move all to an enclosure.

7. RELATIONSHIPS. (Required) (This section will be brief and describe the Work Group roles that may exist (e.g., Chairperson, Co-Chairperson, Secretary, Liaison, Expert Advisor, Staff) and a minimal set of functions/duties to the extent the Work Group wishes to specify. This should describe reporting Relationships. Example - The X will report to the multi-disciplinary Y Work Group of the overseeing Decision Making Committees.)

8. AUTHORITIES. (Required – This section should describe the authorities delegated to the Work Group by the establishing entity. It should specify what resources and decision-making authority the establishing authority has delegated and any tasking to the services. Any budgeting authority should be included here.)

a. (Tasking - This should specify the personnel requirements of each Service component in quantity, skill set, and organizations to be represented. It should also state the authority delegated to each member such as “the authority to speak on behalf of”.)

b. (Budgeting - This section will apply in those situations where a Charter has been provided a budget to develop a solution to a proposal.)

9. ADMINISTRATION. (Required - The intent of this section is to provide a place in the Charter for those situations where a sponsor or chartering organization wishes to prescribe and impose specific overarching “rules of engagement” that will apply to the Work Group deliberations and activities.)

a. Meeting Frequency: (This section should describe how often the Work Group will meet, times, and locations.)

b. Decision-Making Methodology: (This section should describe how the Work Group comes to a consensus on a decision (e.g., unanimity, consensus, and/or voting). Decision making should follow the Joint Operational Planning Process (JOPP) process and include how Courses of Actions (COAs) are developed, analyzed, and submitted to the Executive Council (EC).)

c. Status Reporting: (Depending upon each unique circumstance, the sponsor or chartering organization could stipulate the types of reports requested (e.g., Chairperson's Report, Liaison's Report, JCode Director's Report), frequency of reporting, and any guidance to the Work Group in terms of expected substance/content, e.g., status of deliberations, significant agreements/disagreements, how often are the meetings held, how many active participants are there, role assignments. If there is a request to have a formal status report at some specific time (e.g., three weeks before every Executive Council meeting), such a report would be outlined in this section.)

d. Problem/Issue Escalation and Resolution Processes: (In this section, the Charter should specify what remedies the Work Group has at its disposal in the event it encounters certain problems/issues it cannot resolve, e.g., report issues to JCode Directors first).

e. Closure and Work Group Self-Assessment: (This section would describe any instructions for the Work Group final closure including any feedback and/or self-assessment requested by the sponsor or chartering DMC. This section might also indicate if there is any specific format, template, or prescribed manner in which the feedback is to be provided. This may include a guideline addressing under what conditions the Work Group is dissolved, e.g., the default might be that a Work Group ceases to exist and is automatically de-chartered and de-commissioned upon completing its final deliverables. If, on the other hand, the chartering DMC wishes to formally dissolve the Work Group, it would specify that order in this section.)

10. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Issuances Website at:
<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>. (Required)

11. EFFECTIVE DATE. This Directive is effective immediately.

(Signature block tab is 3.25" and begin signature block on 5th line)

STEPHEN L. JONES
Brigadier General, U. S. Army
Deputy Commander

Enclosures (Delete if not required)

1. References (Always the first enclosure)
2. Responsibilities

Glossary (A GLOSSARY OF ACRONYMS IS REQUIRED IF THE DIRECTIVE CONTAINS MORE THAN 15 ACRONYMS [Always the last enclosure])

APPENDIX 4 TO ENCLOSURE 4

JTF CAPMED INSTRUCTION TEMPLATE



Joint Task Force
National Capital Region Medical
INSTRUCTION

NUMBER XXXX.XX

Leave blank/date will be stamped

JCode

SUBJECT: (Name of the Instruction – Do not use all caps, JTF CapMed, or bold)

- References:
- (a) (As needed; reissuance, cite the JTF-I being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in the order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g., January 1, 2010])
 - (c) Tabs are set at .92” and 1.25” with a hanging indent set at 1.25”

1. PURPOSE. (Required) This Instruction: (State concisely why the Instruction is being published. Include a reference to the chartering Directive or other instrument that provides the authority to develop and approve the Instruction. Identify any other issuances this Instruction reissues, cancels, authorizes or continues to authorize and any committees, boards, or other entities established.)

2. APPLICABILITY. (Required) This Instruction applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

3. DEFINITIONS. (Optional – delete if not applicable)

- a. Place in alphabetical order. When Definitions exceed half a page, place them in the Glossary at end of the Instruction. Tab is set at 0" left, special is "first line," by .25".
 - b. A listing of acronyms is required if the Instruction contains more than 15 acronyms; placed in the Glossary.
 - c. A paragraph "a" must have a paragraph "b"
 - (1) A paragraph "(1)" must have a paragraph "(2)"
 - (2) Tab is set at 0" left, special is "first line," by .50"
 - (a) A paragraph "(a)" must have a paragraph "(b)"
 - (b) Tab is set at 0" left, special is "first line", by .75"
4. **POLICY**. (Required) It is JTF CapMed policy ["that" or "to"]: (State briefly but precisely the activity governed by the Instruction, the requirements it sets forth, and the reason for them. DO NOT include responsibilities in the policy section.)
5. **RESPONSIBILITIES**. (Required) (If responsibilities exceed half a page, place them in an enclosure.)
6. **PROCEDURES**. (Optional) (Introduce procedures here. Place the procedures themselves in an enclosure.)
7. **INFORMATION REQUIREMENTS**. (Required only if the Instruction includes a requirement for collecting or dissemination information.)
- a. Use this section to identify forms, reports, record-keeping systems, or other requirements for obtaining information from the JTF CapMed and other DoD Components, non-DoD Federal agencies, and the public, and for furnishing information to the public.
 - b. Also use this section to cancel information requirements. If information requirements exceed half a page, place them in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate.
8. **RELEASABILITY**. (Required - Select one of the following options; cut/past here and delete the other options.)

OPTION 1

RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at:

<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 2

RELEASABILITY. RESTRICTED. This Instruction is approved for restricted release.

Authorized users may obtain copies from the JTF CapMed Intranet Web Site at:

<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 3

RELEASABILITY. NOT RELEASABLE. The release and distribution of this Instruction shall be approved only by [enter the originating JTF CapMed Director/Component and contact information].

9. EFFECTIVE DATE. (Required) (State when the Instruction is effective; e.g., This Instruction is effective immediately – or – This Instruction is effective on Date (month, day, year) – or – The information requirements established by this Instruction are effective on Date (month, day, year). All other provisions of this Instruction are effective immediately.)

(Signature block tab is 3.25” and begin signature block on 5th line)

J.M. MATECZUN
Vice Admiral, U.S. Navy
Commander

Enclosures (Delete if not required)

1. References (Always the first enclosure)
2. Responsibilities

Glossary (A GLOSSARY OF ACRONYMS IS REQUIRED IF THE DIRECTIVE CONTAINS MORE THAN 15 ACRONYMS [Always the last enclosure])

JAN 22 2011

APPENDIX 5 TO ENCLOSURE 4JTF CAPMED MANUAL TEMPLATE

Joint Task Force National Capital Region Medical MANUAL

NUMBER XXXX.XX [Insert "-V1" or "-V2" etc. if applicable]

Leave blank/date will be stamped

JCode

SUBJECT: (Name of the Manual – Do not use all caps, JTF CapMed, or bold)

- References:
- (a) (As needed; reissuance, cite the JTF-M being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in the order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g., January 1, 2010])
 - (c) Tabs are set at .92" and 1.25" with a hanging indent set at 1.25"

1. PURPOSE. (Required) This Manual: (State concisely why the Manual is being published. JTF CAPMED-Ms provide detailed procedures for implementing policy established in Directives and Instructions. Include a reference to the chartering Directive or other instrument that provides the authority to develop and approve the Manual and a reference to the Directive or Instruction the Manual implements. Identify any other issuances this one reissues, cancels, authorizes or continues to authorize and any committees, boards, or other entities established.)

2. APPLICABILITY. (Required) This Manual applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

3. DEFINITIONS. (Optional – delete if not applicable)

- a. Place in alphabetical order. When Definitions exceed half a page, place them in the Glossary at end of the Manual. Tab is set at 0” left, special is “first line,” by .25”.
- b. A listing of acronyms is required if the Manual contains more than 15 acronyms; placed in the Glossary.
- c. To avoid inconsistency, do NOT repeat definitions of terms already defined in Joint Publication (JP 1-02, other DoD issuances, or other Government publications (e.g., Executive Orders (Eos), Public Law (PL), the Code of Federal Regulations (CFR), the United States Code (U.S.C.)). Instead, cite the issuance or publication in which the term is defined as a reference in the place of the definition.

EXAMPLE

- (1) When the acronym and the reference have been established earlier in the text, use: “DoD EA. Defined in Reference (XXXX).”
- (2) When neither the acronym nor the reference has been established earlier in the text, use: “DoD Executive Agent. Defined in DoD Directive 5101.1 (Reference (XXXX)).”

d. For terms uniquely defined in the Manual that do not meet the criteria for DoD-wide applicability as established in DoD Instruction 5025.12, preface the definition with the statement: “Unless otherwise noted, these terms and their definitions are for the purpose of this Manual.” If ALL terms are unique to the Manual, state: “These terms and their definitions are for the purpose of this Manual.”

- e. A paragraph “a” must have a paragraph “b”
 - (1) A paragraph “(1)” must have a paragraph “(2)”
 - (2) Tab is set at 0” left, special is “first line,” by .50”
 - (a) A paragraph “(a)” must have a paragraph “(b)”
 - (b) Tab is set at 0” left, special is “first line,” by .75”

4. POLICY. (Optional) (If used, the policy section shall summarize the policy the Manual implements and cite the Directive(s) or Instruction(s) that established the policy. It shall be no more than one or two paragraphs long. For multi-volume Manuals, the policy section may also contain a volume-specific statement.)

5. RESPONSIBILITIES. (Required) (If responsibilities exceed half a page, place them in an enclosure.)

6. PROCEDURES. (Required) (The central element of the manual. Place the actual procedures themselves in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate.)

7. INFORMATION REQUIREMENTS. (Required only if the Manual includes a requirement for collecting or dissemination information.)

a. Use this section to identify forms, reports, record-keeping systems, or other requirements for obtaining information from the JTF CapMed and other DoD Components, non-DoD Federal agencies, and the public, and for furnishing information to the public.

b. Also use this section to cancel information requirements. If information requirements exceed half a page, place them in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate.

8. RELEASABILITY. (Required - Select one of the following options; cut/paste here and delete the other options)

OPTION 1:

RELEASABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the JTF CapMed Web Site at <https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 2:

RELEASABILITY. RESTRICTED. This Manual is approved for restricted release. Authorized users may obtain copies from the JTF CapMed Intranet Web Site at <https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

OPTION 3:

RELEASABILITY. NOT RELEASABLE. The release and distribution of this Manual shall be approved only by [enter the originating JTF CapMed Director/Component and contact information].

9. EFFECTIVE DATE. (Required) (State when the Manual is effective; e.g., This Manual is effective immediately – or – This Manual is effective on Date (month, day, year) – or – The information requirements established by this Manual are effective on Date (month, day, year). All other provisions of this Manual are effective immediately.)

(Signature block tab is 3.25” and begin signature block on 5th line)

J.M. MATECZUN
Vice Admiral, U.S. Navy
Commander

Enclosures (Delete if not required)

1. References (Always the first enclosure)
2. Responsibilities

Glossary (A GLOSSARY OF ACRONYMS IS REQUIRED IF THE DIRECTIVE CONTAINS MORE THAN 15 ACRONYMS [Always the last enclosure])

APPENDIX 6 TO ENCLOSURE 4

JTF CAPMED ENCLOSURE AND GLOSSARY TEMPLATE

ENCLOSURE 1

REFERENCES

- (a) Tab and hanging indent are set at .36." See DoDD STANDARDS for correct reference citation.
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

JAN 22 2011

ENCLOSURE 2

RESPONSIBILITIES

1. TITLE OF OFFICIAL (and acronym if not established earlier). The [acronym of official] shall:

- a.
- b.
- c.

2. ACRONYM OF OFFICIAL (if established earlier). The [acronym of official] shall:

a.

(1)

(a)

(b)

1.

a. Do not subordinate paragraphs beyond this level.

b.

2.

(2)

b.

c.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A listing of abbreviations and acronyms is mandatory for Directives containing more than 15 acronyms.

ACRONYM use lower case when term is a common noun

ABBREVIATION Use Title Case When Term is a Proper Noun

Leave a space between acronyms beginning with a different letter

BEGINS WITH “B”

BEGINS WITH “B”

STARTS WITH “S”

PART II. DEFINITIONS

See DoDD STANDARDS for guidance in defining terms, using caveat statements.

ACRONYM. Use acronyms already established: do not write term out or reestablish acronym.

term is not a proper noun. When a definition has paragraphs:

Indent subordinate paragraphs.

Do not number them.

Proper Noun.

term.

APPENDIX 7 TO ENCLOSURE 4

JTF CAPMED DIRECTIVE TYPE MEMORANDUM TEMPLATE



The ESO enters date the DTM is signed.

MEMORANDUM FOR SPECIAL STAFF (Modify as appropriate.)
DIVISION DIRECTORS (Tab set at 1.69”.)
DIVISION DEPUTY DIRECTORS (Use all capitalization.)

SUBJECT: Directive Type Memorandum (DTM) JTF CAPMED-DTM ##-###, (Enter the subject. The ESO assigns and enters the DTM number.)

- References:
- (a) (As needed; reissuance, cite the JTF CAPMED-D being reissued; if new, cite reference providing purpose)
 - (b) (List six or fewer references here, in the order they appear in the text. More than six, list references in the first enclosure. Dates are reflected in the format: Month, Day, Year [e.g., January 1, 2010])
 - (c) Tabs are set at .92” and 1.25” with a hanging indent set at 1.25”

Purpose. (Required First Paragraph) This DTM [insert purpose]. (Explain the reason for publishing the DTM. Identify and reference any DoD issuances it amends or cancels. End the paragraph with one of these statements: This DTM is effective immediately; it shall be incorporated into [Reference (#)] with 180 days OR This DTM is effective immediately; it shall be converted to a new [Directive, Instruction, or Manual] within 180 days.) (Indent paragraphs .5”)

- DTMs are issued ONLY for time-sensitive actions that affect current issuances or that will become JTF CapMed issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance.
- Indent subparagraphs an additional .5” using bullet style

Applicability. (Required Second Paragraph) This DTM applies to the Office of the Commander, Joint Task Force Capital Medical (CJTF CapMed), Joint Task Force Capital Medical (JTF CapMed) Headquarters (HQ), Walter Reed Army Medical Center (WRAMC), National Naval Medical Center (NNMC), Walter Reed National Military Medical Center (WRNMMC), Dewitt Army Community Hospital (DACH), Fort Belvoir Community Hospital (FBCH), 79th Medical Wing (79 MDW) and the other Military Treatment Facilities (MTFs) in the Joint Operating Area (JOA). (Modify as appropriate)

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Definitions. (Optional – delete if not applicable.)

- Use if establishing new terms
- Place in alphabetical order. When Definitions exceed half a page, move all to a glossary at the end of the DTM.)

Policy. (Recommended) (State briefly but precisely the activity governed by the DTM, the requirements it sets forth, and the reason for such requirements.)

Responsibilities. (Required) (Identify the key officials who shall implement the DTM and list the overarching duties and obligations of each. If more than half a page, place in an attachment. Use Office Titles only, no proper names.)

Procedures. (Recommended) (Provide the sequence of actions to be taken or instructions to be followed to accomplish the DTM's purpose. If more than half a page, place in an attachment.)

Other Paragraphs

- Use them in the order discussed. If other paragraphs are needed, place them immediately above the releasability paragraph, which will be last before the signature. Organize the paragraphs to present the most important information first, followed by supporting detail. Always use paragraph headings. Keep the memorandum to no more than three pages.
- If an additional paragraph exceeds half a page, place the material in an attachment or attachments.

Tables and/or Figures. Place tables and/or figures in an attachment or attachments, NOT in the memorandum text. Number them in the order referred to.

Releasability. (Required Last Paragraph) (Select one of the following options; cut/paste here and delete the other options.)

- Releasability. UNLIMITED. This DTM is approved for public release and is available on the Internet from the JTF CapMed Web Site at:
<https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.
- Releasability. RESTRICTED. This DTM is approved for restricted release. Authorized users may obtain copies from the JTF CapMed Intranet Web Site at: <https://jtfcapmedonline.amedd.army.mil/JTFIntranet/default.aspx>.

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- Releasability. NOT RELEASABLE. The release and distribution of this DTM shall be approved only by [enter the originating JTF CapMed Director/Component and contact information].

(Signature block tab is 3.25" and begin signature block on 5th line)

J. M. MATECZUN
Vice Admiral, U.S. Navy
Commander

Attachment(s): (Delete if not required)

As stated

DISTRIBUTION: (Delete if not required.) (When using the MEMORANDUM FOR, SEE DISTRIBUTION format, leave one blank line between the attachment list and the distribution list. If there is no attachment list, leave one blank line between the signature block and the distribution list. Use if there is insufficient room to list all addressees on the last page of the memorandum, enter all on a separate page. Use upper case and left-align all addressees.)

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ENCLOSURE 5FORMAT GUIDANCE FOR SUBMITTING CHANGES TO JTF CAPMED ISSUANCES

- Use font Features, not “track changes”
- Red strike-through for deleted text, red *italics* for new text.
- Deleted text appears before added text
- Change date appears on the footer of the second and subsequent pages (included on the first page here for proper formatting info).
- Executive Secretariat Office inserts change date upon final approval



Department of Defense
INSTRUCTION

NUMBER 1215.07
November 18, 2005

Incorporating Change 1, November 7, 2005

USD(P&R)

SUBJECT: Service Credit for Reserve Retirement

- References: (a) DoD Instruction 1215.7, "Service Credit for Reserve Retirement," March 1, 2001 (hereby canceled)
- (b) ~~DoD Directive 1205.17, "Official National Guard and Reserve Component Personnel Data," April 30, 2004~~ DoD Instruction 7730.54, "Reserve Component Common Personnel Data Systems (RCCPDS)," March 31, 2005
- (c) Chapters 15 and 1223, sections 101, 655, 502, 513, 2126(b), 10152, and 12301, 12302, 12304, 12305, 12310, 12406, 12503, and 12731 of title 10, United States Code
- (d) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), "October 11, 1994 June 23, 2005
- (e) through (hf), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update existing responsibilities and establish uniform procedures, consistent with the requirements of reference (b), for the crediting of Active and Reserve service for non-regular retirement under Chapter 1223 of reference (c).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of the Defense (OSD), the Military Departments (including the Coast Guard ~~when it is not operating as a Military Service in the Navy under agreement with the~~ at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps and includes their National Guard and Reserve components.

Change 1, 11/07/2005

ENCLOSURE 6

JTF CAPMED STANDARDIZED COMMENT MATRIX

The matrix below is a Word document table to be used as a template for submitting comments on draft publications and draft program directives. Except as noted below, an entry is required in each of the columns. To facilitate consolidating matrixes from various sources, DO NOT adjust the column widths.

Column 1 – ITEM

Numeric order of comments. Accomplish when all comments from all sources are entered and sorted. To number the matrix rows, highlight this column only and then select the numbering ICON on the formatting tool bar.

Column 2 – NUMBER

Used to track comments by source. Manually enter numbers from the first comment to the last comment. These numbers will stay with the comment and will not change when consolidated with other comments.

Column 3 – SOURCE

| | |
|--------------------------------|---|
| J1 - J-1 | JFCOM - US Joint Forces Command |
| J2 - J-2 | NORTHCOM - US Northern Command |
| J3 - J-3 | PACOM - US Pacific Command |
| J4 - J-4 | SOCOM - US Special Operations Command |
| J5 - J-5 | SOUTHCOM - US Southern Command |
| J6 - J-6 | STRATCOM - US Strategic Command |
| J7 - J-7 | TRANSCOM - US Transportation Command |
| J8 - J-8 | DTRA - Defense Threat Reduction Agency |
| USA – U.S. Army | DIA - Defense Intelligence Agency |
| USN – U.S. Navy | DLA - Defense Logistics Agency |
| USAF – U.S. Air Force | MDO - Missile Defense Organization |
| USMC – U.S. Marine Corps | NSA - National Security Agency |
| USCG – U.S. Coast Guard | DISA - Defense Information Systems Agency |
| CENTCOM – U.S. Central Command | NGA - National Geospatial-Intelligence Agency |
| EUCOM – U.S. European Command | LC - Joint Staff Office of Legal Counsel |

Column 4 – TYPE

C - Critical (Contentious issue that will cause non-concurrence with publication)
M - Major (Incorrect material that may cause non-concurrence with publication)
S - Substantive (Factually incorrect material)
A - Administrative (grammar, punctuation, style, etc.)

Column 5 – PAGE

Page numbers expressed in decimal form using the following convention:
(Page I-2 = 1.02, Page IV-56 = 4.56, etc.) This format enables proper sorting of consolidated comments.

0 - General Comments

0.xx - Preface, TOC, Executive Summary (Page i = 0.01, Page XI = 0.11)

1.xx – Chapter I

2.xx – Chapter II

3.xx – Chapter III

x.xx – Chapter x, etc.

51.xx – Appendix A

52.xx – Appendix B

52.01.xx - Annex A to Appendix B

53.xx – Appendix C, etc.

99.xx – Glossary

NOTE: For Program Directives (PDs) enter the page number as a whole number, (1, 2, 3, etc.) PDs are normally sorted by paragraph and line number and the page number helps to find the paragraph.

Column 6 – PARA

Paragraph number that pertains to the comment expressed. (i.e., 4.a., 6.g.)

NOTE: An entry in this column should be used when commenting on draft program directives. An entry is optional for comments on draft joint publications.

Column 7 – LINE

Line number on the designated page that pertains to the comment, expressed in decimal form (i.e., line 1=1, line 4-5 = 4.5, line 45-67 = 45.67). For figures where there is no line number, use “F” with the figure number expressed in decimal form (i.e., figure II-2 as line number F2.02). For appendices, use the “F” and the appendix letter with the figure number (i.e., appendix D, figure 13 as line number FD.13; appendix C, annex A, figure 7 as line number FCA.07).

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Column 8 – COMMENT

Provide comments using line-in, line-out format according to JSM 5711.01A, “Joint Staff Correspondence Preparation” (examples are provided in CJCSI 5120.02, Joint Doctrine Development System). To facilitate adjudication of comments, copy and insert complete sentences into the matrix. This makes it unnecessary to refer back to the publication to understand the rationale for the change. Do not use Tools, Track Changes mode to edit the comments in the matrix. Include deleted material in the comment in the strike-through mode. Add material in the comment with underlining. Do not combine separate comments into one long comment in the matrix, (i.e., five comments rolled up into one).

Column 9 – RATIONALE

Provide concise, objective explanation of the rationale for the comment.

Column 10 – DECISION

A - Accept

R - Reject (Rationale required for rejection.)

M - Accept with modification (Rationale required for modification.)

NOTE: This column is for the LA and JSDS use only. No rationale required for accepted items. Rationale for rejection is placed in the rationale comment box and highlighted for clarity. For modifications, the complete modified language will be placed (and annotated) as the bottom entry for that item in the “Comments” column and the rationale for the modification placed in the rationale comment box and highlighted for clarity.

TIPS AND TRICKS OF THE TRADE**Headers and Footers**

1. Publication name
2. Classification (Unclassified/Secret/ etc.)
3. Column headings
4. Filename (insert from header/footer drop down menu)
5. As of “date” (insert from header/footer drop down menu—manually enter date when finalized for tracking purposes)
6. Page X of Y (insert from header/footer drop down menu—manually enter last page number for Y when finalized—tracks total # of pages and does not default back to actual page #)

Combining Matrixes

1. Select all and correct for font and font size (Times New Roman, #10).
2. Copy one entire matrix and paste it a few lines below the last row of another matrix.
3. Adjust column widths as necessary to match one matrix with the other (use the column headings in the document header as a guide).

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4. Merge the matrices into one by deleting the lines between the two.

Item (row) numbering (automatic numbering)

1. Highlight column number 1 from top to bottom.
2. Delete the existing number and then renumber by selecting automatic line numbering on the formatting tool bar.

Sorting

1. Select: "Table" on top menu toolbar.
2. Select: "Sort."
3. Select: "Sort by, Column 5 (Page column), Number, Ascending."
4. Select: "Then by, Column 7 (Line column), Number, Ascending."
5. Select: "Then by, Column 4 (Type column), Text, Descending."

Executive Summaries

Do not make comments on the executive summary until the final copy (FC). Main body text will be copied and pasted into the executive summary, reducing the amount of time spent on making the two accurate. The contractor with LA and/or JSDS input will include an executive summary in the FC released for review and comment.

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ENCLOSURE 7

ACTION MEMO



JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
8901 Wisconsin Avenue, Building 27
Bethesda, MD 20889-5605

ACTION MEMO

[LEAVE DATE BLANK]

FOR: COMMANDER, JTF CapMed

FROM: [name and title of the senior member of Work Group or Decision Making Committee]

SUBJECT: Proposed JTF CAPMED Directive/Instruction [#, "Complete Title"]

- **Use ONLY those paragraphs below which pertain to your particular issuance. See JTF CAPMED-M-10-001 (Reference (g)) for formatting of Action Memos.**
- **OPTIONAL: If issuance is being renewed or reissued,** "The attached issuance (TAB A) should remain a JTF CAPMED Directive and is required because [enter justification – statement must set forth the purpose of the issuance and how it meets the criteria of a Directive set forth in the definition of "direct oversight JTF CapMed" in the Glossary in JTF CAPMED Instruction 5025.01]."
- **OPTIONAL:** The proposed Directive reissues the existing JTF CAPMED Directive/Instruction [#] to update policy and assign responsibilities for [enter appropriate information].
- **MANDATORY:** This issuance has been formally coordinated. All the JTF CapMed Components concurred and comments were adjudicated and incorporated into the issuance as appropriate. The JTF CapMed Standardized Comment Matrix is at TAB B. [If there were any nonconcurs during coordination, briefly state who nonconcurred and how it was resolved. If there are any unresolved nonconcurs or other issues (primary agency did not respond, etc.), briefly describe them and explain why this issuance should be signed as is. The CJTF WILL NOT sign any issuances presented for signature more than six months past the coordination suspense date.]

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- **MANDATORY:** This issuance was reviewed for “legal sufficiency” by the legal advisor on DATE. Note: The CJTF WILL NOT sign any issuances presented for signature without a final legal review.
- **MANDATORY:** This issuance was reviewed for security concerns. [Insert one of the following as appropriate:]
 - In accordance with Deputy Secretary of Defense Message 090426ZAUG06, “Information Security/Website Alert,” it will be released to the public on the unclassified JTF CapMed Issuances Website.
 - Its release will be restricted through access to the JTF CapMed Intranet Issuances Website.
 - It will be released only by [enter your Directorate].

RECOMMENDATION: That you sign JTF CAPMED Directive/Instruction [#] at TAB A.

COORDINATION: The list of coordinating officials is at TAB C.

Attachments:

TAB A: JTF CAPMED-D/I/M [#]

TAB B: JTF CapMed Standardized Comment Matrix

TAB C: List of Coordinating Officials

Prepared by: [your name, organizational symbol, telephone number]

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GLOSSARYDEFINITIONS

issuances. Any publication that establishes or implements policy (and changes to) taking the form of a Directive, Instruction, Manual, or Directive Type Memorandum.

JTF CAPMED Directive (JTF CAPMED-D). A JTF CapMed issuance that EXCLUSIVELY establishes policy, assigns responsibility, and delegates authority to the JTF CapMed Service Components and Subordinate Commands. JTF CAPMED-Ds shall not contain procedures.

JTF CAPMED Directive Type Memorandum (JTF CAPMED-DTM). A JTF CapMed memorandum issued ONLY for time-sensitive actions that affect current issuances or that will become JTF CapMed issuances, ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance. DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, during which time they shall be incorporated into an existing JTF CapMed issuance, converted to a new JTF CapMed issuance, reissued, or canceled.

JTF CAPMED Instruction (JTF CAPMED-I). A JTF CapMed issuance that implements policies and tells the user how to carry out a policy, operate a program or activity, and assign responsibilities.

JTF CapMed issuance. Any publications taking the form of Directives (JTF CAPMED-D), Instructions (JTF CAPMED-I), Manuals (JTF CAPMED-M), Directive Type Memorandum (JTF CAPMED-DTM) and their changes.

JTF CAPMED Manual (JTF CAPMED-M). A JTF CapMed issuance providing detailed procedures for implementing policy established in Directives and Instructions. JTF CAPMED-Ms shall include the specific, procedural information formerly published as Publications. All JTF CAPMED Publications that are not JTF CAPMED-Ms (e.g., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) shall be converted into JTF CAPMED-Ms on their next reissuance. JTF CAPMED-Ms exceeding 100 pages in length shall be separated into two or more volumes.

JTF CAPMED Publication. A JTF CapMed issuance that provides detailed procedures for implementing policy established in JTF CAPMED-Ds and JTF CAPMED-Is. IAW Reference (a), TERM TO BE DISCONTINUED upon reissuance of all JTF CAPMED Publications as JTF CAPMED-M. JTF CAPMED Publications include these types of issuances approved and signed prior to the effective date of this Instruction: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.