



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

5105.02
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J5

SUBJECT: Joint Task Force National Capital Region Medical (JTF CapMed) - Joint Issuances Work Group Charter

- References:**
- (a) DepSecDef Memorandum dated 12 Sep 2007, Subj: Establishing Authority for Joint Task Force – National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team
 - (b) DepSecDef Memorandum dated 15 Jan 2009, Subj: Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical (JTF CapMed)
 - (c) Joint Publication 1, Doctrine for the Armed Forces of the United States, 2 May 2007 IC 20 Mar 2009
 - (d) JTF CAPMED-I 5025.02, Corporate Decision Making Process, 16 Feb 2010
 - (e) JTF CAPMED-I 5025.01, Formats and procedures for the Development of Issuances, 22 Jan 2010

1. PURPOSE

The Joint Issuances Work Group is chartered to formulate and lead joint issuances development strategy in preparation for Initial Operational Capability (IOC) and Full Operational Capability (FOC) of Walter Reed National Military Medical Center (WRNMMC) and Fort Belvoir Community Hospital (FBCH) under the authority, direction and control of JTF CapMed.

In 2007, the Secretary of Defense established the JTF CapMed to oversee the transitions and integration of the Walter Reed Army Medical Center (WRAMC), Dewitt Army Community Hospital (DACH) and the Navy's National Naval Medical Center (NNMC) into FBCH and WRNMMC in accordance with reference (a). These new facilities will be established as joint commands subordinate to the JTF CapMed in accordance with reference (b) and will no longer follow Service issuances per doctrine as stated in reference (c) but will follow issuances established by JTF CapMed and approved through the Corporate Decision Making process when necessary per reference (d).

The JTF CapMed J5 Directorate is responsible for establishing a common JTF CapMed Issuance program that identifies areas within the Joint Operations Area (JOA) requiring issuance development. This will be accomplished by providing direction and support to the JTF CapMed Decision Making Committees, J-Codes, and Service Medical Treatment Facilities, per reference (d), under the OPCON authority of JTF CapMed that will transition to joint facilities. This will be accomplished through strategy, standardized template development and an issuance coordination process. Additional coordination with the JTF Command Support Staff for processing submissions for final approval will be provided.

2. APPLICABILITY

Scope - This Joint Issuance Work Group Charter applies to JTF CapMed and Service MTFs under the OPCON authority of JTF CapMed that will transition to WRNMMC and FBCH.

Assumptions - JTF CapMed assumed OPCON authority over NNMC, Dewitt Army Community Hospital and Walter Reed Army Medical Center on 1 June 2010.

Issuance prioritization will be driven by: 1) their requirements to be in place by IOC and FOC dates, 2) the timeline of objectives identified on the Integrated Master Schedule (IMS) that require a policy, and 3) by their interdependencies with other policies/issues currently in development. IOC and FOC are as follows:

- Initial Operational Capability (IOC) - IOC is the Joint Command's first attainment of a command and control capability for its core mission essential task and for establishing internal functions of the headquarters. Issuances required for IOC are identified as issuances that are necessary for accreditation and must be in place to transition from the Service MTFs to the new joint MTFs.
- Full Operational Capability (FOC) - Joint Command FOC is the full capability to effectively direct integrated healthcare to an assigned beneficiary population; command/ hospital are manned and operated by a trained, equipped and supported joint military and DoD MHS civilian workforce. The effective date will be based on meeting the following conditions: all healthcare services have been transitioned to their new facilities and joint issuances have been established to support new and/or increased capabilities, personnel formally transitioned to their respective joint medical billets and administrative support to joint commands has been defined.

3. MISSION

Ensure joint level guidance is completed at the appropriate time based on IOC and FOC of WRNMMC and FBCH.

The primary mission of the Joint Issuance Work Group is to identify DoD and Service level issuances requiring JTF CapMed development through a Decision Making Committee or J-Code to support the BRAC mandated transitions and management of the JTF CapMed Headquarters, WRNMMC, FBCH, and the JOA.

4. DEFINITIONS

Brief definitions are as follows for the Joint Issuances Work Group. Full definitions can be found in reference (e).

- Issuances - Refers collectively to directives, instructions, manuals, and directive - type memos that disseminate policy.

- Directives - Exclusively establish policy, assign responsibilities, and delegate authority to components. Directives contain no procedures. The two types of directives are: Oversight and Chartering.
- Instructions - Establish or implement policy. May contain overarching procedures.
- Manuals - Implement or supplement a directive or policy instruction. They are authorized by a directive or policy instruction. The authorizing issuance shall be cited in the manual and included as a reference. Manuals identify uniform procedures for managing or operating systems and provide administrative information.
- Directive - Type Memos (DTMs) - Will be issued ONLY for a time-sensitive action that affects a current DoD issuance or that will become a DoD issuance. They will be used ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance. DTMs may establish policy and assign responsibilities; or implement policies and responsibilities established in existing directives or instructions effective for no more than 180 days from the date signed; after that it must be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued or canceled.

5. ORGANIZATION AND MANAGEMENT

The Joint Issuances Work Group will be chaired by the J5 Policy Division and will consist of representation from the J3, J5, J6, the JTF CapMed BRAC Program Management Office (PMO) and the Command Support Staff on a continuing basis. J-Codes, Decision Making Committees, Work Groups, Components, and Service MTFs will provide liaison representation on an ad hoc basis as requested by the Joint Issuance Work Group. DCITs may be required to provide Integration and Transition Chief liaison support through strategic communication involvement and identification of subject matter experts necessary to develop joint issuances.

Names of the Decision Making Committees and/or J-Codes SME representatives are TBD. The team will establish its own operating procedures, meeting schedule and interim work products necessary for the completion of its mission. All team members are expected to attend meetings established by the Team Chair and be prepared for discussions and contribute accordingly. Team members are expected to keep their respective leadership apprised of the team's progress, workings and recommendations.

6. RESPONSIBILITIES AND FUNCTIONS

J5 Policy Division - Provide the strategic direction, guidance, and reporting requirements for the development of Joint Issuances. Establish Joint Issuances Work Group. Responsible for coordination of deliverables presented in Table 1.

J6 IM/IT Directorate - Provide public access domain for CJTF approved issuances, dashboard support for visibility of Issuances and electronic staffing mechanism for internal JTF coordination.

Joint Issuances Work Group (JIWG) - Provide support as referenced in Table 1.

JTF CAPMED BRAC Program Management Office - Provide support to JIWG through issuance tracking, dashboard reporting and IMS integration.

Decision Making Committees - Follow the Corporate Decision Making process as outlined in reference (d) for the development and approval of issuances that are non-contentious and have consensus among the Services and of non consensus and/or contentious issuances through the DMC to the Executive Council and/or Executive Board for final decision. Ensure Work Groups are appropriately chartered and follow joint doctrine and CJTF guidance for COA development and staffing. Provide Work Group and Policy POCs to the JIWG

Work Groups - Develop, reconcile and submit best practices that are codified in the form of issuances that support the CJTFs mission and vision.

DCITS - Provide Integration and Transition Chief liaison support through strategic communication involvement and identification of subject matter experts necessary to develop joint issuances.

Administrative Transitional Chiefs - Review policies (TTPs) and procedures (SOPs) in Service facilities required for the development of joint policies. Where possible, coordinate with the Work Group to implement the new policies and procedures at the two current facilities, creating standardized policies, and minimizing potential Service cultural integration issues during transition to joint facilities.

GDIT - Assists J-Codes and Work Groups with identification of key processes, assumptions and requirements and gap analysis to support the issuance development.

Command Support Staff - Provide internal executive level review and track issuances through CJTF signature. Provide CJTF approved issuances through publishing to a public access domain.

The team has identified the following responsibilities and functions as central to developing issuances to support the BRAC - mandated actions and timelines. (See Table 1, page 5 for details)

Table 1. Tasks and Related Deliverables

Task	Explanation	Deliverable
Issuance publication-IM/IT	Portal for region to access – Provide intuitive public access to JTF CapMed approved issuances.	Information brief to Executive Committee detailing procedures for accessing and using portal
Issuances Prioritization	Assist J Codes and Decision Making Committees in prioritization of their respective issuances by identifying issuances that have accreditation implications, Interdependencies, or would adversely impact the operational capability of the newly established MTFs by IOC and FOC dates and those that would adversely impact patient care by their absence.	Information brief to Executive Committee detailing high priority issuances
MTF issuances	Provide a gap analysis and mapping solution to identify Issuances at the MTF level that derive authority or requirements from a source other than DoD.	Information brief to Executive Committee detailing identified gaps requiring Issuances
Issuance Adjudication	Develop an Issuance Adjudication process when an Issuance has been misidentified against a subject matter expert.	Information brief to Executive Committee detailing Issuance Adjudication process
Timing of drafting/review processes	Establish common standards and processes to expedite the drafting and review process.	Published efiles of standards and processes
Service issuance vs. blended issuance	Advise Decision Making Committees and/or J Codes upon request on effective issuance development strategies that either closely follow a service’s issuance or incorporate a multi service approach to develop an optimal issuance solution.	Published efiles of standards and processes
Tracking mechanism (accountability, issuance status)	Develop a tracking mechanism or methodology to provide centralized visibility and ensure accountability and tracking capability to the appropriate J Code or Decision Making Committee. (Requires J6 support)	Tracking mechanism for required and high priority issuances

Table 1. Tasks and Related Deliverables, Continued

Timing of release of issuances/effective dates	Ensure a strategy is in place to provide for and effectively “push” issuances to the appropriate work centers upon their release and effective dates that may be driven by IOC and FOC effective dates.	Tracking mechanism for required and high priority issuances
Internal coordination/document management/version control	Develop a process to ensure coordination/document management and version control is maintained from the time it is submitted from a Working Group through the appropriate JTF Decision Making Committee.	Tracking mechanism for required and high priority issuances
Issuance Interdependencies	Identify issuances that are interrelated through time dependencies and could adversely impact other issuances by their absence.	Tracking mechanism for required and high priority issuances
Issuances required in IMS	Reconcile issuance requirements with the Integrated Master Schedule Objectives and identify to the appropriate J Code or Decision Making Committee for issuance development..	Tracking mechanism for required and high priority issuances
Training post issuance release	Provide work centers the Work Group contact information to provide training and/or resolve any post issuance release issues that may require a DTMs.	Published contact information to request training

7. RELATIONSHIPS

The Joint Issuance Work Group is an enabler across all Decision Making Committees and J-Codes. As chartered by the Chief of Staff, the Joint Issuance Work Group will report through the J5 Director to provide progress reports across all Decision Making Committees, J-Codes and Service facilities upon request.

The Joint Issuance Work Group will identify and establish relationships necessary with the WRAMC, NNMC and DACH Secretariat, Command Support Staff, IM/IT functions, and others as required, to ensure the successful development of joint issuances to support the BRAC transition and the establishment of WRNNMC and FBCH.

Subject matter experts will be provided through a request to the Deputy Commanders for Integration and Transition (DCITs) when appropriate.

8. AUTHORITIES

The Joint Issuance Work Group is delegated the authority to:

- Assign issuances to the appropriate Decision Making Committee or J-Code for development and establish standardized templates, processes and timelines for completion.
- Task Decision Making Committees and/or J-Codes to provide status and updates on Issuances under development.
- Establish an adjudication process for Issuance development between J-Codes when issuance interdependencies exist.

Tasking - Decision Making Committee, J-Code, Service Component, and Military Treatment Facility participation will be tasked through the JTF CapMed Chief of Staff.

Budgeting - Requirements that drive a budgeting solution will be identified to the JTF CapMed Chief of Staff for disposition.

9. ADMINISTRATION

Meeting Frequency - The Joint Issuance Work Group will meet every Tuesday at 1200 - 1300 in the CJTF Commander's Conference Room.

Decision Making Methodology - Decision making will follow the JOPP process and include Courses of Actions (COAs) to be developed, analyzed and submitted through the JTF CapMed Corporate Decision Making process according to reference (d) via the J5 when necessary.

- Task Decision Making Committees and/or J-Codes to provide status and updates on issuances that are under development.
- Establish an adjudication process for issuance development between J-Codes.

Status Reporting - Reporting requirements will be delineated by the JTF CapMed Chief of Staff. J-Code Directors, Decision Making Committees and Action Officers can request information on an ad hoc basis.

Problem/Issue Escalation and Resolution Processes - A consensus at the Working Group level will be utilized when appropriate to resolve issues. If consensus cannot be reached at the Working Group level, the Joint Issuance Work Group will elevate COAs through the J5 Director to the Chief of Staff for final resolution.

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Closure and Team Self-Assessment - The team will close and provide a self - assessment upon the direction of the Chief of Staff.

10. EFFECTIVE DATE. This instruction is effective immediately.



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