Joint Task Force
National Capital Region Medical
INSTRUCTION

NUMBER 4270.01
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J-9

SUBJECT: Facility Planning and Design

References: (a) JTF CapMed Directive 5104.01, "Facilities and Space Committee Charter," April 23, 2010
(b) Army Regulation 210-20, "Real Property Master Planning for Army Installations," May 16, 2005

1. PURPOSE. This Instruction:

a. Establishes Joint Task Force National Capital Region Medical (JTF CapMed) facility, planning, and design guidelines and policy in accordance with the authority established in Reference (a).

b. Establishes the core missions of the regional tri-Service medical logistics support program in accordance with Reference (b).

2. APPLICABILITY. This Instruction applies to JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. DEFINITIONS

a. Modernization. The alteration or replacement of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years.

b. Restoration. The restoration of real property to such a condition that it may be used for its designated purpose.

c. Sustainment. The maintenance and repair activities necessary to keep an inventory of facilities in good working order.

4. POLICY. It is JTF CapMed policy to:

a. Maintain Facility Master Plans and associated documents to be updated every 5 years in accordance with Reference (b) to assess the condition and capabilities of health, dental, veterinary, and medical research and laboratory facilities, identify current and future facility needs, and recommend strategies for facility development needed to accommodate anticipated growth and/or change in the facility and/or its mission.

b. Provide a guideline under the Facility Master Plan to assist in identifying proactive solutions to changing mission requirements, thus allowing senior leadership an orderly transition plan from current facilities to future health care delivery environments based on predicted resource needs.

c. Acquire, locate, quantify, and configure facilities to meet the current JTF CapMed mission and patient workload as well as ensure that the future mission of JTF CapMed can be accomplished and supported.

d. Acquire and maintain facilities that provide a quality environment of care. The facilities strategy focuses on sustainment and modernization of facilities, available funding on the right projects, integration and prioritization of maintenance and repair, military construction resources, and establishment of a clear and stable facility investment environment.

e. Develop key elements of the facility strategy to include the assessment of existing facilities, the projection of mission and workload demands, and the needs of local commanders. The assessment of JTF CapMed facilities is based on a consistent application of the Facility Condition Index. The projection of mission and workload demands is based on workload analysis and/or the health care requirements analysis.

f. Manage projects to consist of planning, programming, budgeting, and executing sustainment, restoration, and modernization. This section applies to major repairs for projects over $300,000. Projects under $300,000 are generally considered minor repairs and are managed as part of the activity's recurring maintenance and minor repair program.

5. RESPONSIBILITIES. Joint Facility Managers. The Joint Facility Managers, with approval from their Commands, shall:

a. Submit all projects over $300,000 to the JTF CapMed for validation, approval, and regional prioritization.

b. Coordinate all facility modification and new construction plans to the Information Technology department for coordination and comment.

6. INFORMATION REQUIREMENTS. The following information shall be included in a Project Book developed for each project.

a. Submit all projects over $300,000 to the JTF CapMed for validation, approval, and regional prioritization.

b. Coordinate all facility modification and new construction plans to the Information Technology department for coordination and comment.

6. INFORMATION REQUIREMENTS. The following information shall be included in a Project Book developed for each project.

a. DD Form 1391, "FY Military Construction Project Data" for all work in excess of $25,000 for maintenance and repair to track the funding of work being performed. The DD 1391 is used to officially request project authorization and appropriation by the JTF CapMed. The form is located at DoD Forms Management website at www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1391.pdf .

b. Project Narrative summarizing the Joint MTF or Center, project title, project intent, footprint/sizing decision process, and project site.

c. Results of all health care and facility analysis, planning, recommendations, and discussion. The narrative will be directly keyed to supporting graphics and photography, including supporting digital photographs and graphics (compact disk-read only memory with Computer-Aided Drafting and Design (CADD) drawings). There shall be one separate executive summary and one combined final report for each project.

d. Summary of existing site conditions and utilities.

e. Program For Design, space program based on DoD standards and guideplates. Include impact to the site and number of parking spaces if required, space requirements by department or activity.

f. Equipment planning guidance and Space and Equipment Planning Project Rooms Report provided by the Medical Facilities and Design Office and the Health Facility Planning Agency for inclusion in the package, and a Project Equipment Logistics Cost report provided to the Facility Manager/Project Manager for M classification cost validation.

g. All existing space utilization plans, architectural CADD or hard copy drawings, site drawings, list of current projects, and any facility assessments or deficiency tabulations. This information will be integrated into all considered facility planning scenarios.

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

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8. EFFECTIVE DATE. This Instruction is effective immediately.

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By direction of the Commander