



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

NUMBER 1000.03
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J-1

SUBJECT: Personnel Casualty Matters, Policies, and Procedures

- References: (a) JTF CAPMED-D 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter," May 20, 2010
(b) DoD Instruction 1300.18, "Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures," January 8, 2008

1. PURPOSE. This Instruction, in accordance with the authority in Reference (a), and consistent with the guidance in Reference (b), establishes policy to outline the administration of the Joint Task Force National Capital Region Medical (JTF CapMed) handling of casualty matters program and provide guidance on the process and treatment of casualty matters.
2. APPLICABILITY. This Instruction applies to JTF CapMed and all Joint Military Treatment Facilities 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. POLICY. It is JTF CapMed policy that all staff and their families be treated in a dignified, professional, and understanding manner, especially in a time of crisis. All Joint Operations Area staff shall meet the requirements of Reference (b) and follow local and Service-specific guidance where applicable.
4. RESPONSIBILITIES
 - a. Commander, JTF CapMed (CJTF). The CJTF CapMed and all subordinate Commanders and Center Directors will ensure compliance with Reference (b) and coordinate support through agreements with the base support activities/host commands for matters pertaining to casualty care and related procedures, and provide casualty assistance as required.
 - b. TRICARE Management Activity (TMA). The TMA will serve as the executive agent for civilians as per Reference (a).

c. Military Departments. Military Departments will provide support for military Service members under their responsibility and Administrative Control, per Reference (b).

d. Managers and Supervisors. Managers and supervisors will ensure that staff are briefed on this Instruction as part of emergency preparedness or orientation.

e. Military and Civilian Staff. Military and civilian staff members will keep immediate supervisors informed of casualty matters to the maximum extent practicable.

5. PROCEDURES

a. J-1 will monitor information for assigned civilian staff on the Joint Manning Document and enter information for service personnel in the Defense Civilian Intelligence Personnel System in accordance with Reference (b).

b. Supervisors will direct military staff members to the appropriate Military Human Resource Branch and civilian staff to the Civilian Human Resource Center.

c. Staff members will notify supervisors of casualty information as soon as practicable.

5. 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.

6. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander