



Joint Task Force National Capital Region Medical INSTRUCTION

NUMBER 5305.01

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J-9

SUBJECT: Space Management

Reference: (a) JTF CapMed-D 5104.01, "Facilities and Space Committee Charter," dated April 23, 2010

1. **PURPOSE.** This Instruction, in accordance with the authority in Reference (a), establishes a space management program and establishes policy for monitoring updated/current room inventory for new and existing facilities by department or activity.

2. **APPLICABILITY.** This Instruction applies to JTF CapMed and all Joint Medical 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:
 - a. Locations within the Joint Medical Treatment Facilities (MTFs) and Centers shall be identified, acquired, sized, and configured to meet the current and future health care mission and patient demand.

 - b. Facilities shall be acquired and maintained to provide a high-quality and safe environment of care. The facility strategy shall focus on sustainment and modernization of facilities, available funding for justified and supported projects, integration and prioritization of maintenance and repair, military construction resources, and establishment of a clear and stable facility investment strategy.

 - c. Key elements of the facility strategy shall include the assessment of existing facilities, including condition, size, configuration and adjacencies, and projection of mission and workload to meet new missions and future demands.

 - d. The condition assessment of the JTF CapMed facilities inventory shall be based on a consistent application of the Facility Condition Index (FCI). The FCI is a ratio of the existing state, or physical condition of a building as compared to the replacement value of the same building. The total estimated cost of the repairs is divided by the current replacement cost for the facility resulting in the FCI.

$$\text{FCI} = \frac{\text{Cost of Deficiencies of the Facility}}{\text{Replacement Cost of the Facility}}$$

The projection of the health care mission and workload shall be based on approved staffing and population numbers, approved panel sizes, efficiency factors and workload analysis for patient care in the subject facility.

4. RESPONSIBILITIES. Joint MTF and Center Facility Managers. The Joint MTF and Center Facility Managers, with approval from their Commander or Director, shall:

a. Establish and document a local Space Committee which will report to the Commander or Center Director on a regular basis, and establish uniform space guidelines in cooperation with other facility managers.

b. Participate in, and be a voting member of, the JTF Facilities and Space Committee to accomplish the collective space goals as follows:

(1) Establishing a space utilization program for new and existing facilities by department or activity.

(2) Calculating space requirements by department or activity.

(3) Identifying space allocation deficiencies and excesses by department or activity.

(4) Developing and evaluating space management options.

5. INFORMATION REQUIREMENTS. The following information will be integrated into all facility planning scenarios:

a. Commander JTF facility and space priorities and requirements

b. All existing space utilization plans, architectural Computer-Aided Drafting and Design (CADD) or hard copy drawings

c. Site drawings

d. Lists of current projects

e. Facility assessments or deficiency tabulations

f. Results of analysis, planning, recommendations, and discussion for all space changes

g. Results of all health care studies, analysis, recommendations, and discussion for all health care changes

h. All analysis shall be documented in a final report, including a separate executive summary. The narrative will be directly keyed to supporting graphics and photography, including supporting digital photographs and graphics (compact disks – record only memory with CADD drawings). There shall be one combined final report for presentation to the Space Committee.

6. 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.

7. EFFECTIVE DATE. This Instruction is effective immediately.



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By direction of the Commander