



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

NUMBER 4500.01

DEC 13 2011

J-4

SUBJECT: Transportation in the National Capital Region Medical Joint Operations Area (JOA)

References: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with the authority in References (a) through (d):

a. Describes the transportation mission in the National Capital Region (NCR) JOA post-transition.

b. Establishes the policy and strategy for executing required transportation services within the Joint Task Force National Capital Region Medical (JTF CapMed) JOA, and all organizational entities within the JTF CapMed in accordance with Joint Publication Doctrine for Defense Transportation System; Joint Publication 4-01.8; Joint Publication 4-0; DoD Instruction 4500.9E; section 40125 of title 49, United States Code; DoD Regulation 4500.9-R; and DoD Instruction 5101.1 (References (e) through (k)).

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

3. POLICY. It is JTF CapMed policy that:

a. The MTFs and Centers provide shuttle services to outlying Medical Department Activities/Clinics (Ft. Meade, Ft. Myer, Ft. Belvoir, and Joint Base Andrews). These shuttle services are necessary to transport patients, cadre, dependents, beneficiaries, and others to and from designated areas. The primary shuttle service function is to transport patients to the next higher level of medical care.

(1) The MTF and Center shuttle service will execute the schedule of services outlined in this Instruction.

DEC 13 2011

(2) The United States Army Medical Research Acquisition Activity Contracting Office, Fort Detrick, Maryland will manage the contract, and Ft Detrick Garrison Transportation Office will manage the shuttle services to accomplish Outlying Shuttle missions.

b. The three Patient Evacuation Vehicles (PEVs) will be stationed in the north at WRNMMC campus. PEVs will be used to transport patients to and from Joint Base Andrews to the destination MTF or Center. The PEVs are expected to arrive at Joint Base Andrews 2 hours prior to the known arrival time of the wounded warrior/patient.

c. The Marine Corps (Quantico and any other Marine Corp presence in the National Capital Area) will be responsible for providing their own transportation to support their wounded, ill, and injured. They will use dedicated vehicles organic to their units.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. Individual components (MTFs) will be assigned Transportation Coordinators, will be responsible for their own transportation procedures, and will have Contracting Officer's Representatives ensuring contractor compliance (and contractor performance) with their respective contracts. The JTF CapMed will have oversight, and will ensure these procedures fulfill mission requirements. The JTF CapMed will act as a liaison between the individual components, and will assist in ensuring compliance with this Instruction.

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.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. References
2. Responsibilities

DEC 13 2011

ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force – National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified),” September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Joint Publication Doctrine for Defense Transportation System
- (f) Joint Publication 4-01.8, “Joint Tactics, Techniques, and Procedures for Joint Reception, Staging, Onward Movement, and Integration,” current version
- (g) Joint Publication 4-0, “Doctrine for Logistics Support of Joint Operations,” current version
- (h) DoD Instruction 4500.9E, “Transportation in the National Capital Region JOA,” February 12, 2005
- (i) Section 40125 of title 49, United States Code
- (j) DoD 4500.9-R, “Defense Transportation Regulation,” current edition
- (k) DoD Instruction 5101.1, “DoD Executive Agent,” September 3, 2002
- (l) Army Regulation 71–32, “Force Development and Documentation—Consolidated Policies,” March 3, 1997

DEC 13 2011

ENCLOSURE 2

RESPONSIBILITIES

1. JTF CAPMED J-4 DIRECTOR. The JTF CapMed J-4 Director shall exercise Command control over all aspects of transportation assigned to installations, units, and activities within the JOA and shall:

- a. Monitor compliance with this Instruction:
- b. Periodically review the adequacy of the transportation requirements and location of the assets within the JOA, and adjust these requirements as needed to meet the needs of the JOA.
- c. Move transportation assets within the region or contract modifications to meet new requirements.
- d. Conduct on-site non-tactical vehicle (NTV) Management Surveys and inspections at a minimum of every 4 years. Include NTV management functions in internal audit programs.
- e. Approve Table of Distribution and Allowances (TDA) changes that do not increase the total NTV authorization level for the Major Command. Any TDA changes that exceed the total NTV authorization level will be forwarded to United States Army Force Integration Support Agency for processing and approval in accordance with Army Regulation 71-32 (Reference (I)).
- f. Ensure compliance with the Energy Policy Act goals and program and budget to acquire or lease Alternative Fueled Vehicles at a rate of 75 percent of all eligible administrative use vehicles acquired or leased during the Fiscal Year.
- g. Ensure that the Naval Support Activity Bethesda is responsible for designated on/off post parking for assigned NTV on the North Campus and Fort Belvoir is responsible for dedicated assigned NTV parking for South Campus.

2. JOA TRANSPORTATION COORDINATORS. The JOA Transportation Coordinators shall:

- a. Establish and sustain effective, economical, and responsive transportation practices to meet the needs of the MTFs and Centers within the JOA.
- b. Program and budget for necessary resources to administer effective transportation practices.
- c. In addition, logistics sections of JOA components will be required to perform periodic evaluation of the transportation mission and to provide detailed reports to the designated management authority. The evaluation report should include but not be limited to recommendations for process improvement and accomplishments against set benchmarks.

DEC 13 2011

d. Develop and publish guidance or standing operating procedures to implement established policy and procedures outlined in this Instruction and other issuances governing the acquisition and use of NTVs.

e. Provide for licensing and training of personnel.

f. Ensure the safety, security, and proper use of equipment.