



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

NUMBER 5100.04

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J-3B

SUBJECT: National Capital Region Dental Advisory Board (DAB) Charter

References: See Enclosure

1. PURPOSE. This Directive, in accordance with References (a) through (d), establishes the National Capital Region (NCR) Dental Advisory Board (DAB) to provide a forum for the coordination, within the NCR and Joint Task Force National Capital Region Medical (JTF CapMed) Joint Operations Area (JOA), of activities and information related to dental services provided under the cognizance of the JTF CapMed healthcare system.

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

### 3. MISSION AND BACKGROUND

a. Assistant Secretary of Defense for Health Affairs Policy 96-024 (Reference (e)) directed that dentistry be included as an integral component of the regional TRICARE system. The Tri-Service Dental Chiefs Memorandum for Lead Agents (Reference (f)) implemented that objective by directing the establishment of a DAB within each TRICARE Region. The NCR DAB has been in place since, and the function of overseeing the Pentagon Tri-Service Dental Clinic was added in Reference (g). This Directive reflects a change in the DAB mission as a result of the establishment of JTF CapMed.

b. The DAB will provide technical oversight of dental clinical performance in the NCR and make recommendations for performance improvement activities for all MTFs and Centers in the JOA. The DAB will coordinate with the Deputy Commanders for Dentistry at FBCH and WRNMMC to obtain performance data for all military dental facilities in the JOA.

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4. ORGANIZATION AND MANAGEMENT. The DAB will establish its own standard operating procedures. The DAB will meet quarterly at a site rotated among and hosted by military treatment facilities in the JOA. Meetings can be called by any DAB member based on mission requirement needs. All DAB members are expected to attend meetings established by the Chairperson, be prepared for discussions, and contribute accordingly. The DAB is comprised of three permanent members; one each from Air Force, Army, and Navy. Members will be appointed in writing by their respective Service Dental Corps Chief. The DAB Chairperson will serve a 1-year term, and will rotate between Services: Air Force, Army and Navy.

a. Chairperson – DAB Chair (Air Force, Army, or Navy).

b. Co-Chairperson – DAB Co-Chair (Service designated by DAB Chair) will perform duties as directed by the chairperson and function as the chairperson in his or her absence.

c. Advisors to the DAB – Subject matter experts from the three military service MTFs and Centers as needed and Directors or their designated representatives from other J-codes within JTF CapMed and other subject matter experts as needed.

5. RESPONSIBILITIES. Chair, DAB. The Chair, DAB will be the up and down link between the DAB and JTF CapMed. The Chair, DAB shall:

a. Forward to each member and participant a meeting agenda no later than (NLT) 3 working days prior to each scheduled meeting.

b. Forward to members a clearly written summary of proceedings of the previous meeting NLT 3 working days prior to each scheduled meeting. The summary shall be in lieu of process minutes. Specifically, the written summary must:

(1) Endorse information/decision briefs deemed ready for consideration by the DAB.

(2) Specify the way ahead for information/decision briefs deemed not ready for consideration by the DAB.

6. RELATIONSHIPS. The Chair will facilitate the meetings, ensure meeting agenda items are staffed as needed for decision making, ensure the goals and objectives of the DAB are achieved by the targeted dates and all members are heard and recorded. Members of the DAB will serve as both subject matter experts and liaison officers to respective Directorates.

7. AUTHORITIES. All DAB activities will be in accordance with the Office of the Assistant Secretary of Defense for Health Affairs, JTF CapMed, and Services Surgeon General's policies and guidelines.

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8. ADMINISTRATION

a. Meeting Periodicity/Location. The DAB will meet quarterly at a site rotated among and hosted by DAB member MTFs. Meetings can be called by any DAB member based on mission requirements.

b. Decision-Making Methodology. The Chair will make the final decision in the event of tie votes. Unless otherwise directed by the Chair, requests for decisions should be presented to the group following the formal development of courses of actions, associated mission analysis, and recommendations.

c. Status Reporting. The DAB will monitor on an ongoing basis the following: Dental Readiness, Dental Health, Access to Care, and Patient Satisfaction of NCR dental beneficiaries to Deputy Commander, JTF CapMed and Deputy Commanders for Dentistry at FBCH and WRNMMC.

d. Problem/Issue Escalation and Resolution Processes. In the event of problems/issues that cannot be resolved, the Chair of the DAB shall seek council of the Deputy Commander, JTF CapMed.

e. Closure and Work Group Self-Assessment. Not applicable.

9. DELIVERABLES. The DAB will monitor: Dental Readiness, Dental Health, Access to Care, and Patient Satisfaction of NCR Dental beneficiaries.

10. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: [www.capmed.mil](http://www.capmed.mil).

11. EFFECTIVE DATE. This Directive is effective immediately.

  
STEPHEN L. JONES  
Major General, U.S. Army  
Deputy Commander

Enclosure  
References

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ENCLOSURE

REFERENCES

- (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) Assistant Secretary of Defense (Health Affairs) Policy 96-024, January 29, 1996
- (f) Health Affairs Policy 96-06, “Memorandum For Lead Agents,” June 3, 1996
- (g) Memorandum of Understanding among Pentagon Triservice Dental Clinic and North Atlantic Regional Dental Command and National Naval Dental Center and 11<sup>th</sup> Dental Squadron, April 1, 1999