



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

NUMBER 5100.03

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*Incorporating Change 1, January 20, 2012*

J-3B

SUBJECT: Radiation Safety ~~Council~~ *Work Group* Charter

- 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) JTF CAPMED 5103.02, “JTF CapMed Clinical Decision Making Committee Charter,” June 1, 2010
  - (f) JTF CAPMED-I 5025.02, “JTF CapMed Corporate Decision Making Process,” February 16, 2010

1. PURPOSE. This Directive, in accordance with the authority in References (a) through (d) and the authority of the Commander, Joint Task Force National Capital Region Medical (CJTF), establishes a Radiation Safety ~~Council~~ *Work Group* in order to optimize radiation safety in the Joint Operations Area (JOA) in accordance with the Joint Task Force National Capital Region Medical (JTF CapMed) Decision Making Process.

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), Walter Reed National Military Medical Center (WRNMMC), and the Joint Pathology Center).

3. MISSION AND BACKGROUND. As a result of the U.S. Department of Defense’s base realignment and closure efforts:

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a. The radiation safety program at WRNMMC will increase in capacity and FBCH will institute a more robust radiation safety program similar to WRNMMC as the new FBCH will provide new capabilities in nuclear medicine and radiation oncology services. Many of the health physics staff from Walter Reed Army Medical Center (WRAMC) have been reassigned to FBCH to establish an enhanced radiation safety program. The FBCH will commence operations utilizing a Navy permit under the Navy's Master Material License. WRAMC previously operated under a Nuclear Regulatory Commission (NRC) broad scope license. This license has been amended to include FBCH until a new Navy radiation permit is approved by Navy and Marine Corps Public Health Center. Upon approval of the Fort Belvoir Navy radiation material permit, the NRC license will be amended to a caretaker license for decommissioning purposes only.

b. The Radiation Safety Work Group is being established to oversee radiation safety programs in support of JTF CapMed's goal to achieve recognition as an organization delivering "world class" patient-centered healthcare in an integrated healthcare delivery system. The Radiation Safety ~~Council~~ *Work Group* is the command's executive oversight committee and the point of contact for all matters related to medical use of radiation. The ~~Council~~ *Work Group* will coordinate with JTF CapMed Human Resources for the distribution of appropriate manning and experience levels at both facilities to optimize the delivery of radiation-safety services and ensure an adherence to all applicable laws, regulations, policies, and procedures. As part of the implementation efforts, the Radiation Safety ~~Council~~ *Work Group* will track key issues and provide recommendations to the JTF CapMed Executive Council to achieve desired improvements in support of the priorities of the CJTF CapMed per Reference (f).

4. ORGANIZATION AND MANAGEMENT. The Radiation Safety ~~Council~~ *Work Group* establishes its own operating procedures, meeting schedule, and interim work products necessary for the completion of its mission. The group is composed of subject matter expert representatives from the Joint Medical Treatment Facilities and from the JTF CapMed, J-3B (Clinical and Healthcare Business Operations). The composition of the Radiation Safety ~~Council~~ *Work Group* is as follows:

a. Chairperson. JTF CAPMED Radiation Safety Officer (06/72A, Nuclear Medical Science Officer)

b. Recorder. As appointed by the ~~Council~~ *Work Group*.

c. Voting Members.

(1) J-3B, Chief, Public Health and Preventive Medicine

(2) WRNMMC Radiation Safety Officer

(3) FBCH Radiation Safety Officer

(4) Chief, Preventive Medicine WRNMMC and FBCH

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- (5) Chief, Nuclear Medicine WRNMMC and FBCH
- (6) Chief, Radiology WRNMMC and FBCH
- (7) Chief, Radiation Oncology WRNMMC and FBCH
- (8) Chief, Occupational Medicine WRNMMC and FBCH

d. All team members are expected to attend meetings established by the Chairperson, to be prepared for discussions that ensue, and to contribute accordingly. In the event a team member is unable to attend a scheduled meeting, an informed and empowered representative may attend and vote in his or her stead.

5. RESPONSIBILITIES AND FUNCTIONS. See Enclosure

6. RELATIONSHIPS. The Radiation Safety ~~Council~~ *Work Group* shall be accountable to, and route required written products and briefings to the Executive Council through the J-3B Chief, Public Health and Preventive Medicine and J-3B Director. The Executive Council may require the Radiation Safety ~~Council~~ *Work Group* to render periodic accounts of its progress and shall:

- a. Review briefs prepared for presentation to the Commander's Meeting.
- b. Monitor initiatives of the Radiation Safety ~~Council~~ *Work Group* to assure submitted work products:
  - (1) Are delivered on time.
  - (2) Meet the quality expectations of the Executive Council.
  - (3) Promptly address any problematic Service-specific issues.
  - (4) Recognize the viewpoint of all constituencies.
- c. Recommend the formation of additional working groups to address issues as they arise.

7. AUTHORITIES

a. Tasking Authority. As specified in the Enclosure, each voting member shall provide one alternate member. This requires that the voting member identify decision makers who can act on behalf of the functional area they represent.

b. Budgeting Authority. None.

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c. Policy Authority. The Radiation Safety ~~Council~~ *Work Group* is authorized to approve subject matter content and develop issuances for non-contentious items. The signature authority for these issuances will be the CJTF. For contentious and/or high-profile subject matter, the Radiation Safety ~~Council~~ *Work Group* shall ensure approval by the Executive Council - and codification of approved decisions via an issuance.

## 8. ADMINISTRATION

a. ~~Committee~~ *Work Group* Leadership and Management - Meeting Frequency. The ~~Council~~ *Work Group* shall meet at least quarterly, and more often if needed, to ensure radiation safety matters are addressed. Subgroups may be established as needed.

b. Decision Making Methodology. A simple quorum (no fewer than 4 of the voting members in any combination) majority of sitting members will be required to move an issue or briefing forward. The Chairperson is a voting member for the purposes of quorum determination and in case of tie votes.

c. Status Reporting. When requested, written status reports shall be routed to the Director, Clinical and Healthcare Business Operations (J-3B), JTF CapMed for presentation to the Executive Director, Healthcare Operations, JTF CapMed.

d. Problem/Issue Escalation and Resolution Processes. In the event that the Radiation Safety ~~Council~~ *Work Group* encounters problems/issues that it cannot resolve, it shall seek the council of the Director, Clinical and Healthcare Business Operations (J-3B).

e. ~~Committee~~ *Work Group* Status. The Radiation Safety ~~Council~~ *Work Group* is a standing committee and will continue to meet and deliberate until the internal organizational structure of the JTF CapMed is revised.

9. 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).

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10. EFFECTIVE DATE. This Directive is effective immediately.



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

Enclosure  
Responsibilities and Functions

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ENCLOSURERESPONSIBILITIES AND FUNCTIONS1. CHAIRPERSON. The Chairperson shall:

a. Forward an agenda to each voting member no later than 3 working days prior to each scheduled meeting. The agenda may be incorporated into the meeting minutes format.

b. Forward a clearly written summary of the proceedings of the previous meeting to each voting member no later than 3 working days prior to each scheduled meeting. The written summary must:

(1) Endorse information/decision briefs deemed ready for consideration by the ~~Clinical Decision Making Committee~~ *Executive Council*.

(2) Specify the way ahead for information/decision briefs deemed not ready for consideration by the ~~Clinical Decision Making Committee~~ *Executive Council*.

c. Complete the recorder's functions in the absence of the recorder.

2. RECORDER. The recorder shall:

a. Prepare an agenda at the Chairperson's direction in time for the Chairperson to meet the deadline of paragraph 1.a.

b. Prepare a clearly written summary of the proceedings of the previous meeting at the Chairperson's direction in time for the Chairperson to meet the deadline of paragraph 1.b.

3. VOTING MEMBERS. Voting members (or designated alternate) shall:

a. Keep their respective leadership engaged and aware of the decision-making mechanisms in place and the issues being addressed by reporting groups.

b. Apprise their respective leadership of the Radiation Safety ~~Council~~ *Work Group's* progress, workings, and recommendations.

c. Prepare their respective Component leader for participation in the Executive Council by discussing salient issues contained in the briefs.

d. Act as subject matter experts without any bias to organizational loyalty, but based on technical capabilities.

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4. WORK GROUP FUNCTIONS. The Radiation Safety ~~Council~~ *Work Group* shall provide management oversight for the Radioactive Materials Permits and Radiation Protection/Safety Programs across the JOA.