



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

NUMBER 4140.03

DEC 13 2011

Incorporating Change 1, May 16, 2012

J-4

SUBJECT: Medical Materiel Management

References: *See Enclosure 1*

1. PURPOSE. This Directive, in accordance with the authority in References (a) *through (d)*, establishes policy under the guidance of Reference (b) which provides for a Supply Support Activity (SSA) and other supply operations for medical materiel to operate, stock, requisition, issue, dispose of excess, and measure effectiveness.

2. APPLICABILITY. ~~This Directive applies to the Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities (MTFs) 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 (JPC)). This Directive applies to the Joint Task Force National Capital Region Medical (JTF CapMed) Headquarters, Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, WRNMMC and FBCH are referred to as Medical Treatment Facilities (MTFs)], and the Joint Pathology Center (JPC).~~

3. DEFINITIONS

established standard items. Items that are catalogued items listed in the Universal Data Repository (UDR) and Medical Catalog (MEDCAT).

medical materiel. The term used to represent the Class VIIIA commodity, which includes pharmaceutical, medical-surgical, dental, medical laboratory, radiology, and optometry supplies, as well as preventive medicine items and medical equipment. These various supplies and equipment constitute the items supported in the medical supply chain (linked activities associated with providing medical materiel to an end user as a finished product). The term “medical materiel” does not pertain to blood or blood products normally designated as Class VIIIB.

program nonstandard items. Items not listed in the UDR and MEDCAT that are required to support the health-care mission, i.e., furniture, office supplies and equipment.

4. POLICY. It is JTF CapMed policy that:

a. Medical materiel management programs for JTF CapMed supply operations shall:

(1) Follow Installation Medical Supply Activity (IMSA) procedures.

(2) Operate with a standard logistics information system (IS).

(3) Maintain informal stock control records. These operations do not normally requisition directly from the Defense Logistics Agency system, and do not perform the full range of supply and Financial Inventory Accounting (FIA) functions.

(4) Maintain accountability and manage medical supply stocks that are stored for issue to authorized supply customers.

(a) Temperature Sensitive Medical Products (TSMP), storage refrigerators and freezers for Vaccines and Mission Essential (V&ME) TSMP will be connected to an emergency or backup power source to ensure proper storage conditions are maintained during power interruption. The Commander will designate a primary and alternate TSMP Coordinator, on orders, with overall responsibility for monitoring the TSMP Program for their activity. The command will establish a formal Cold Chain Management Training Program that includes initial and annual refresher training. The TSMP Coordinator will identify staff members that routinely handle TSMP and ensure that they are certified (documented training) in Cold Chain.

(b) A central electronic alarm system that is monitored both electronically and physically on a 24-hours-a-day, 7-days-a-week basis must be installed on the V&ME TSMP refrigerator and freezer storage units. Each Joint MTF or Center must have a Temperature Alarm System capable of alerting individuals (telephonically, pagers, etc.) should storage conditions become compromised. The V&ME TSMP refrigerators and freezers must be physically checked every 6 hours (4 times each day) and the temperature recorded in the log. A temperature log must be posted in a readily accessible location on the storage unit and maintained on file for at least 3 years. Each V&ME refrigerator and freezer must be labeled as "Refrigerator" or Freezer. TSMP refrigerators and freezers should be calibrated annually.

(c) Each activity will develop and maintain a policy that includes all requirements regarding the monitoring, storage, handling, shipping, documenting, locating of applicable refrigerators/freezers, and reporting requirements for TSMP. The policy will also include emergency contact and notification information for the following: Logistics, Pharmacy, Laboratory, and Medical Maintenance personnel. The manufacturer-specified environmental conditions must be maintained to ensure potency, purity, chemical, and biological viability of the TSMP.

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(d) TSMP handling must be maintained when TSMP is transported. In the event of a loss of TSMP, a Commanders' Critical Information Requirement (CCIR) and Serious Incident Report (SIR) will be prepared per Reference (ef) and sent to the JTF CapMed J-3 and J-4 documenting the circumstances of any TSMP loss, an itemized list of the loss, the cost of the items lost, date and time of the loss, and corrective actions taken to prevent future TSMP loss in accordance with Defense Logistics Agency Regulation 4145.21 (Reference (dg)).

(5) Conduct prescribed FIA functions, including:

(a) Using Joint fund or Operation and Maintenance JTF CapMed funds.

(b) Using Defense Health Program funds, which finance acquisition and distribution of SSA stocks at selected activities.

(6) Perform electronic ordering, which implies that a remote connection is established and data is transferred from the customer to the supporting SSA.

(a) Incorporate all medical SSAs and their supported customers, using only an approved Class VIII IS to accept and transmit requisitions.

(b) Use the electronic ordering processes through Defense Medical Logistics Standard Support during peacetime and wartime operations.

b. Other supply commodities on installations under JTF CapMed operational control may be consolidated with medical materiel management programs into a single activity, subject to coordination.

(1) Consolidated supply activities shall operate under a structure similar to IMSA.

(2) The JTF CapMed Commander authorizes direct contact with nonmedical supply activities, Service Item Control Centers, and National Inventory Control Points, as appropriate.

c. SSAs identified in this policy may stock:

(1) Established standard items.

(2) Program nonstandard items.

d. Medical supply operations may stock:

(1) Consumable items authorized in supported medical sets, kits, and outfits.

(2) Consumable items authorized in the resupply module for supported hospitals.

(3) Items used to meet contingency missions, training requirements, or used to provide garrison medical support, if approved by the JTF CapMed Commander. These units will

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maintain approved authorized stockage lists that reflect both wartime and peacetime requirements.

e. JTF CapMed IMSAs are authorized direct contact with customers, the Navy Medical Support Activity, Defense Supply Center Philadelphia, other government agencies supporting medical supply, and local purchase activities on medical supply matters.

f. JTF CapMed Joint Commands' and Centers' maintenance operations shall be supported by robust, effective management information at all levels. The Defense Medical Logistics Standard Support (DMLSS) system shall provide a basis for scheduling, production control, financial management, assessment of personnel and materiel performance, and quality assurance in accordance with Reference (*eh*).

5. RESPONSIBILITIES. See Enclosure

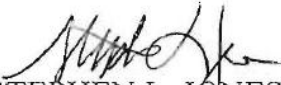
6. INFORMATION REQUIREMENTS. Templates for the following reports will be provided by the JTF CapMed J-4 to the Joint MTFs and Centers:

- a. ~~Monthly Stockage Report~~ *Monthly DMLSS Dashboard Report*
- b. ~~Monthly Government Purchase Card Billing Cycle Report~~ *Monthly Prime Vendor Fill Rate Report*
- c. ~~Maintenance, Repair, and Overhaul Denial Report~~ *Monthly Receipts by Supplier Report*
- d. *Monthly Gains/Loss Report*
- e. *Monthly Inventory Adjustment Voucher Report*
- f. *Monthly DMLSS Trouble Ticker Report*
- g. *Monthly DMLSS User and Point-of-Contact Report*

7. 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.

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8. EFFECTIVE DATE. This Directive is effective immediately.



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

Enclosures

1. *References*
2. Responsibilities

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ENCLOSURE 1REFERENCES

- (a) ~~JTF CAPMED-D 5108.01, "Finance and Logistics Decision Making Committee Charter," June 22, 2010~~ 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
- (~~b~~e) DoD Directive 4151.18, "Maintenance of Military Materiel," March 31, 2004
- (~~e~~f) JTF CAPMED-D 3000.01, "Commanders' Critical Information Requirements (CCIR) and Serious Incident Reporting (SIR)," ~~August 10, 2010~~ April 13, 2012
- (~~d~~g) Defense Logistics Agency Regulation 4145.21, "Preparation of Medical Materiel Requiring Freeze or Refrigerated (Chill) Environments for Shipment," March 26, 2008
- (~~e~~h) JTF CAPMED-D 4151.01, "Medical Equipment Management," July 14, 2011

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ENCLOSURE 2RESPONSIBILITIES

1. JOINT MTF COMMANDERS AND CENTER DIRECTORS. Joint MTF Commanders and Center Directors shall:

- a. Provide medical supply support to designated units and activities on the installation and within the assigned geographical support area.
- b. Appoint an IMSA Accountable Officer.
- c. Ensure JTF CapMed IMSAs meet with all supported activities to identify their medical requirements.
- d. Outline inspection and recording requirements for applicable TSMP storage units, minimum requirement is twice daily, 7 days per week.
- e. Designate a primary and alternate TSMP coordinator, on orders.
- f. Complete and submit required reports.

2. IMSA ACCOUNTABLE OFFICER/MEDICAL SUPPLY OFFICER (MSO). The IMSA Accountable Officer/MSO shall:

- a. Be responsible to the Joint-MTF Commander or Center Director for operation of the IMSA.
- b. Direct the operations of the IMSA.
- c. Provide total medical supply support to all supported units and activities.
- d. Be responsible for safety and security of materiel.