



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

NUMBER 1001.02
JUN 29 2012

J-1

SUBJECT: Pandemic Disease Conditions

References: See Enclosure 1

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

a. Cancel Reference (e) and reissue this topic herein with an updated title to establish policy and provide guidance in accordance with References (f) through (j) for the Joint Task Force National Capital Region Medical (JTF CapMed) personnel during a pandemic outbreak.

b. Assign responsibilities and prescribe procedures for directorates regarding disposition of their personnel during a pandemic outbreak.

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

3. DEFINITIONS

Mission Critical Emergency Personnel (MCEP). Personnel necessary to complete required missions.

Non-Mission Critical Emergency Personnel. Required to complete daily missions; however, not necessary during a pandemic outbreak.

Pandemic. An epidemic of infectious disease that is spreading through human populations across multiple continents or worldwide.

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Telework. Refers to an arrangement in which an employee performs officially assigned duties at an alternate worksite on a regular, recurring, or ad hoc basis.

4. POLICY. It is JTF CapMed policy:

- a. To provide a safe and healthy work environment for all employees.
- b. For JTF CapMed personnel to follow recommended guidelines when feeling ill during a pandemic outbreak.
- c. For the Commander to determine the conditions requiring only Mission Critical Emergency Personnel in the workplace in the event of a pandemic outbreak.

5. RESPONSIBILITIES. See Enclosure 2

6. PROCEDURES. See Enclosures 3

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Website at www.capmed.mil.

8. EFFECTIVE DATE. This Instruction is effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Acting Commander

Enclosures

1. References
2. Responsibilities
3. Procedures
4. JTF CapMed Sample MCEP Roster

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task – 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 Instruction 6000.01, "Pandemic Influenza Conditions," January 26, 2010 (hereby cancelled)
- (f) U.S. Office of Personnel Management, "Human Resources Flexibilities Available to Assist Federal Employees During Emergencies," May 5, 2009
- (g) DoD Directive 1404.10, "DoD Civilian Expeditionary," January 29, 2009
- (h) JTF CAPMED Instruction 12600, "Timekeeping Policy and Procedures for Civilian Employees of Headquarters," March 31, 2009
- (i) JTF CAPMEDINST 12620.01, "JTF CAPMED Telework Program," June 7, 2010
- (j) JTF CapMed Continuity of Operations Plan, Annex L: Pandemic Influenza, April 20, 2011

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ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF). The CJTF will determine when to execute the Continuity of Operations (COOP) Plan and JTF CapMed SUPPLAN 3591 procedures in the event of a pandemic outbreak.

2. J-CODE DIRECTORS AND SPECIAL STAFF LEADERS. Prior to a pandemic episode resulting in the activation of the COOP Plan and JTF CapMed SUPPLAN 3591, the J-code Directors and Special Staff leaders will:
 - a. Identify personnel with key skills or experience. When identifying key personnel, Directors and Special Staff leaders should take into account the following circumstances:
 - (1) Specialized training of skills that are required to perform the essential function.
 - (2) The minimum number of personnel required to perform the essential function.
 - (3) Whether performance of the essential function requires transfer of the personnel to an alternate site (i.e., personnel can perform tasks via telecommuting).
 - (4) Other personnel available with skills that is transferable to support essential functions.
 - b. Establish and determine a MCEP listing. First-line Supervisors will counsel in writing their staff members designated MCEP in order to ensure they understand the requirements.
 - c. Consider the option to allow their personnel the opportunity to telework. Personnel using the telework option will have a signed telework agreement. If option is accepted, identify and coordinate issue of required equipment prior to instituting the telework option.
 - d. J-codes will submit names of designated MCEP to J-1 no later than the first Monday of each quarter. See Enclosure 4 for a sample of titles.
 - e. Ad Hoc or situational telework should be used when appropriate.

3. DIRECTOR, J-1. Director, J-1 will publish the JTF MCEP list quarterly and post an updated list in the Manpower/Personnel Branch.

4. DIRECTOR, J-6. Director, J-6 will coordinate with other J-code Directors and Special Staff leaders in order to determine, procure, issue, and maintain the appropriate networking hardware and software to enable the telework option.

4. DIRECTOR, INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY (J-6).
The Director, J-6 will coordinate with other J-code Directors and Special Staff leaders to determine, procure, issue, and maintain the appropriate networking hardware and software to enable the telework option.

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ENCLOSURE 3PROCEDURES

1. SICK LEAVE. If an employee feels ill or they observe any symptoms of the pandemic, they should use the following status description to determine the actions required:
 - a. Military. Go to sick call and inform supervisor of the doctor's recommendations regarding duty status.
 - b. Civilian. Seek medical attention and inform supervisor of results. Request sick leave if required.
 - c. Contractors. Seek medical attention. Inform both the JTF CapMed J-1 and the contracting company of duty status.

2. LEAVE FLEXIBILITIES. If a civilian employee is unable to report to work due to own illness or if unable to report to work due to illness of family members, they may use sick leave, annual leave, advance annual or sick leave, leave without pay, donated leave under the Voluntary Leave Transfer and Leave Bank Programs, and other forms of paid time off such as compensatory time off and alternate work schedule credit hours. Civilian employees should use sick leave when they are unable to perform their duties due to their own illness or must take care of sick family members (i.e., up to thirteen days per leave year for routine family care or illness and up to twelve weeks for a serious health condition). Civilian employees may use annual leave when a child care center or school is closed and the child is not ill. See Reference (h) for further delineation of leave flexibilities.

3. ASSIGNMENT OF WORK. During a pandemic emergency, a supervisor may:
 - a. Assign any work considered necessary or required during the period of emergency to an employee who works at home or another safe haven without regard to the employee's grade or title.
 - b. Not assign work to an employee unless the supervisor determined the employee has the necessary knowledge and skills to perform the assigned work (e.g., a supervisor may assign different or lower-level duties than are normally performed by the employee).
 - c. Communicate regularly with employees who are performing work from home during a pandemic health crisis. Regular communication with employees will ensure they understand their work assignments and the supervisor's expectations during the period of emergency.
 - d. Require MCEP to remain at the work site for an extended period of time.

e. Assign higher-level work to a subordinate employee if a supervisor is sick and cannot perform his or her duties during the period of emergency if the subordinate employee would, under normal circumstances, be designated as "acting" when the supervisor is on leave.

(1) An employee's failure or refusal to perform assigned work during an emergency may be the basis of disciplinary action.

(2) An employee's inability to perform assigned work because of lack of knowledge or skills may not be a basis for taking disciplinary action.

f. Notify employees to execute COOP. This information will be disseminated by the Clinical and Business Operations Directorate (J-3B).

4. DIRECTOR, J-6. Director, J-6 will coordinate with other J-code Directors and Special Staff leaders in order to determine, procure, issue, and maintain the appropriate networking hardware and software to enable the telework option.

ENCLOSURE 4

JTF CAPMED SAMPLE MCEP ROSTER

Department	COCOM ID	Billet Title	Name	Title	Alternate
HQ Commander's Office	CMD-01	Commander			
HQ Commander's Office	CMD-02	Deputy Commander			
HQ Commander's Office	CMD-03	Command Senior Enlisted Leader			
HQ Commander's Staff	PSTF-01	Director Executive Support Services			
HQ Commander's Staff	PSTF-02	Aide de Camp			
HQ Commander's Staff	PSTF-03	Executive Assistant			
HQ Commander's Staff	PSTF-04	Aide de Camp			
HQ Commander's Staff	PSTF-06	Flag Writer/Secretariat Chief			
HQ Commander's Staff	PSTF-07	Executive Director, Healthcare OPS			
HQ Commander's Staff	PSTF-10	Executive Director, Admin OPS			
HQ Commander's Staff	PSTF-12	Legal Advisor			
HQ Commander's Staff	PSTF-13	Inspector General			
J1 (MPWR and PERS)	J1-01	Director, Mnpwr and Pers			
J1 (MPWR and PERS)	J1-04	Chief, Personnel Services			

Department	COCOM ID	Billet Title	Name	Title	Alternate
J1 (MPWR and PERS)	J1-08	Chief, Joint Manpower Division			
J1 (MPWR and PERS)	J1-13	Personnel Operations			
J3A (OPERATIONS)	J3-01	Director, Operations			
J3A (OPERATIONS)	J3-04	Operational Security Specialist			
J3A (OPERATIONS)	J3-07	Chief, Current Operations			
J3A (OPERATIONS)	J3-08	Joint Med Ops Watch Officer			
J3A (OPERATIONS)	J3-09	Medical Operations Officer			
J3A (OPERATIONS)	J3-11	Watch Officer, JTF NCR			
J3A (OPERATIONS)	J3-12	Joint Med Ops Watch Officer			
J3A (OPERATIONS)	J3-13	NCOIC, Current Ops			
J3A (OPERATIONS)	J3-14	Joint Ops Info Security			
J3A (OPERATIONS)	J3-15	Chief, Readiness, Trng & Exer			
J3A (OPERATIONS)	J3-20	Intelligence Officer			
J3A (OPERATIONS)	J3-21	Physical Security Manager			
J3B (OPERATIONS)	J3-22	Director, Clinical/Business Ops			
J3B (OPERATIONS)	J3-37	Chief, Warrior Transition Integration			
J3B (OPERATIONS)	J3-40	Chief, Public Health & Preventive Med			
J3B (OPERATIONS)	J3-26	Division Chief, Clinical Operations			
J3B (OPERATIONS)	J3-32	Division Chief, Patient Administration			
J4 (LOGISTICS)	J4-02	Director, Logistics/Acquisitions			
J4 (LOGISTICS)	J4-04	Logistics Readiness Manager			
J4 (LOGISTICS)	J4-05	Logistics Officer			
J5 (PLANS AND POLICY)	J5-01	Director J5			

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Department	COCOM ID	Billet Title	Name	Title	Alternate
J5 (PLANS AND POLICY)	J5-06	Chief, Policy/ESO			
J5 (PLANS AND POLICY)	J5-09	Chief, Plans			
J5 (PLANS AND POLICY)	J5-10	HLS Emergency Mgmt Planr			
J5 (PLANS AND POLICY)	J5-15	Homeland Security AT/FP Planner			
J5 (PLANS AND POLICY)	J5-16	Chief, Mobilization Planning			
J6 (COMM SYS SUPPORT)	J6-01	Director, Comm Sys Support			
J6 (COMM SYS SUPPORT)	J6-05	Chief Technology Officer			
J6 (COMM SYS SUPPORT)	J6-09	Comms Security / Info Assur			
J7 (EDUC, TRNG & RESEARCH)	J7-01	Director, Educ, Trng & Research			
J8 (RESOURCES)	J8-01	Director, Resources			
J9 (FACILITIES)	J9-01	Director, Facilities			

***NOTE: List maintained and posted in J-1 Manpower and Personnel.**