NAVCPUBHLTHCENNOTICE 3501

31 Jan 17

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From: Commanding Officer, Navy and Marine Corps Public Health Center

Subj: FORWARD DEPLOYABLE PREVENTIVE MEDICINE UNIT EQUIPMENT WORKING GROUP

Encl: (1) Charter for the Navy and Marine Corps Public Health Center Forward Deployable Preventive Medicine Unit Equipment Working Group
(2) Business Practice for Making Changes in the Forward Deployable Preventive Medicine Unit Components and Support Modules

1. **Purpose.** This notice re-establishes the Forward Deployable Preventive Medicine Unit (FDPMU) Equipment Working Group at Navy and Marine Corps Public Health Center (NMCPHC). The working group will assist in establishing policy for and the management of all equipment used by the FDPMU.

2. **Discussion.** The Working Group’s will focus on maintaining a state of the art field portable analytical equipment capability in support of real-time deployment health risk assessments consistent with the FDPMU Navy, Tactics, Techniques and Procedures manual (concept of operations). Enclosure (1) presents a detailed discussion of the FDPMU Equipment Working Group’s organization, function, funding, deliverables and administrative procedures. Enclosure (2) establishes policy and practices for implementing changes to the FDPMU component modules including equipment and consumables inventories, standard operating procedures, methods, applications and training.

3. **Records Management.** Records created as a result of this notice, regardless of media or format, must be managed per SECNAV M-5210.1 of January 2012.

4. **Cancellation Contingency.** This notice will remain in effect for 1 year or until cancelled or superseded.

[Signature]

T. L. WAGNER

Releasability and distribution:
This notice is not cleared for public release and is available electronically only via the NMCPHC Intranet at http://nmcpheh-spweb1/Lists/Instructions/All Items.aspx
Charter for the Navy and Marine Corps Public Health Center Forward Deployable Preventive Medicine Unit Equipment Working Group

References:

(a) DODI 6490.03, Deployment Health
(b) OPNAVINST 3501.347, Projected Operational Environment and Required Operational Capability for the Navy Forward Deployable Preventive Medicine Unit
(c) CJCSI 3170.01I, Joint Capabilities Integration and Development System
(d) DODD 6490.02, Comprehensive Health Surveillance, 03 October 2013
(e) Charter, Joint Environmental Surveillance Working Group, 27 December 2004
(f) JCS Memorandum MCM-0028-07, Procedures for Deployment Health Surveillance, 02 November 2007
(g) USAPHC TG 230, Environmental Health Risk Assessment and Chemical Exposure Guidelines for Deployed Military Personnel, 2013 Revision
(h) USAPHC TG 248, Guide for Deployed Military Personnel on Health Risk Management, August 2001
(i) TB MED 577/NAVMED P-5010-10/AFMAN 48-138_IP, Sanitary Control and Surveillance of Field Water Supplies, 1 May 2010
(j) NTTP 4-02.8, Forward Deployable Preventive Medicine Unit, January 2012
(k) NTRP 4-02.9, Occupational and Environmental Health Site Assessment, April 2012

2. Authority. The Commanding Officer, Navy and Marine Corps Public Health Center (NMCPHC), in accordance with reference (a) and (b), hereby establish the FDPMU Equipment Working Group (EWG). Additional guidance is provided by references (c) through (k).

3. Purpose. The FDPMU EWG will assist the Commanding Officer, NMCPHC and the FDPMU Program Manager, with establishing policy and providing program management for all equipment used by the FDPMU. The FDPMU EWG will ensure that appropriate technology and adequate equipment training are available to support deployment health risk assessment, and occupational and environmental health surveillance. In addition, the FDPMU EWG shall work to enhance interoperability with other services; identify research and evaluate new technologies and equipment; provide supporting justification for equipment; and define and administer quality assurance programs for Field Portable Analytical Equipment (FPAE) to better support the FDPMU risk analysis mission. The FDPMU EWG shall assist the Commanding Officer by identifying equipment and training deficiencies and recommending solutions to those deficiencies.

4. Function. In carrying out their responsibilities, the FDPMU EWG shall perform the following functions:

   a. Establish standardized technical policy for FDPMU equipment (including standards of interoperability). This includes:
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(1) Providing expertise to guide research and development maximizing designated equipment capabilities. Monitor, evaluate, and recommend new FDPMU equipment technologies, via, among others, Chemical/Biological Incident Response Force Technical Board and Small Business Innovative Research.

(2) Establishing a central technical repository to consolidate methods, libraries and other technical equipment information.

(3) Providing guidance and policy for the evaluation and maintenance of operator and equipment readiness.

(4) Recommending policy on equipment use to support occupational environmental health surveillance during deployments. Ensure standardization of parts and supplies for common equipment sets.

(5) Serving as center for information and coordination for equipment and technical issues affecting occupational environmental health surveillance for FDPMU personnel.

(6) Advising the commanding officer on equipment, technology and operational issues affecting environmental health surveillance.

b. Act as the advocate for funding FDPMU equipment acquisition and maintenance.

c. Coordinate and communicate issues with all Navy Environmental and Preventive Medicine Units (NEPMUs). This includes, but not limited to, the FDPMU FPAE Trainers at NEPMU-2 (Norfolk) and NEPMU-5 (San Diego).

d. Coordinate all inter-agency, inter-service, combined, and joint FDPMU FPAE cooperation, involving, among others:

(1) U.S. Air Force School of Aerospace Medicine

(2) Chemical Biological Incident Response Force, U.S. Marine Corps Forces Command

(3) Marine Expeditionary Units (Special Operations Capable)

(4) U.S. Marine Corps Systems Command

(5) U.S. Army Guardian Brigade, Preventive Medicine, Weapons of Mass Destruction-Civil Support System

(6) U.S. Army Public Health Center

(7) Joint Environmental Surveillance Working Group (JESWG)
e. The FDPMU EWG Chair will serve as an Executive Member of the JESWG Preventive Medicine Equipment Subgroup.

f. Coordinate foreign government FDPMU FPAE cooperation, involving, among others:

   (1) Canada

   (2) United Kingdom

   (3) Australia

g. Establish FDPMU equipment training objectives and standardize training lesson plans targeting requirements of the FDPMU in an operational field setting.

h. Establish policy for FDPMU FPAE course quota control, to include screening requirements for potential students.

i. Maintain the Hazardous Air Pollutants on Site Troubleshooting Database.

j. Manage an FDPMU equipment website.

k. Provide "technical reach-back" support for all FDPMU equipment, including FPAE.

l. Provide FDPMU FPAE Proficiency in Analytical Testing program oversight.

m. Recommend minimum equipment operation and support requirements, to include: (1) number of trained operators, (2) training requirements and (3) tracking operator proficiency.

5. Funding. Specific tasks under this effort will be funded at the discretion of the Commanding Officer.

6. Organization and Membership

   a. Organization

      (1) Chairperson. The position of Chairperson will be filled by a component manager for a period of one year. The manager of each component will serve in alphabetical order, e.g., Chemical, Disease Vector, Microbiology, etc., unless determined otherwise by the membership.

      (2) Recorder. The Logistics Module Manager will serve as the Recorder to document and distribute the minutes, unless acting as the current Chair. In this case, the FDPMU Program Analyst will serve as the Recorder.
(3) The FDPMU EWG shall be limited to five voting members and at least two (non-voting) observers to represent the NEPMUs. The following representatives shall comprise the FDPMU Equipment Working Group:

(a) Chemical Component Manager

(b) Disease Vector Component Manager

(c) Microbiology Component Manager

(d) Logistics Module Manager

(e) Preventive Medicine Component Manager

(f) FDPMU Program Analyst (non-voting member)

(g) Non-voting Observers:  
   (1) NEPMU-2 Equipment trainer  
   (2) NEPMU-5 Equipment trainer  
   (3) NEPMU-6 Equipment trainer  
   (4) NEPMU-7 Equipment trainer

Note: Additional members may be added at the discretion of the Chair.

7. Deliverables. At a minimum, the following topics will be discussed at quarterly meetings.

   a. Minutes of FDPMU Equipment Working Group Meetings.

   b. Equipment issues such as the readiness status, availability and maintenance of existing equipment in the Table of Allowances (TOA) and the impact/feasibility analysis of new/improved technologies. This includes vulnerability assessments.

   c. Personnel issues dealing with training, scheduling, and quality assurance programs. This includes vulnerability assessments.

   d. Notify Navy Expeditionary Medicine Support Command (NEMSCOM) of any approved modifications to FDPMU TOA.

8. Procedures

   a. Meetings

      (1) Meetings will be held quarterly and coordinated by the FDPMU EWG Chair.
(2) Minutes will be prepared by the Recorder, approved by the Chair, and distributed to the EWG; Director, Preventive Medicine; Head, Expeditionary Platforms Department; Head, Plans and Policy Department; Executive Officer; and the Commanding Officer.

(3) The FDPMU EWG Chair may call additional working group meetings as needed.

b. Detail Working Groups

(1) The Chair may identify specific issues which require detailed review prior to group consideration. As required, a detail working group shall be established as a subset of the FDPMU EWG members to address these issues and disband upon completion of the assigned task.

(2) Date(s) and locations for task group meetings will be determined by group consensus.

9. **Duration of the FDPMU EWG.** The FDPMU EWG charter will continue until amended, suspended, or revoked by the Commanding Officer.
Business Practice for Making Changes in the Forward Deployable Preventive Medicine Unit Components and Support Modules

1. **Purpose.** To provide guidance and establish policy for implementing changes to the FDPMU components and support modules, including equipment and consumables inventories, standard operating procedures (SOPs), methodologies and applications.

2. **Discussion.** Modification to approved inventories and SOPs of the FDPMU components and support modules will be an ongoing process. Change recommendations result from several factors, including: Technological advancement, equipment obsolescence, lessons learned from field use, experience or capability adjustment. To ensure valid and necessary changes, a methodical process must be followed.

3. **Definitions**
   a. **Critical Equipment and Consumables.** Any item necessary for successful execution of a component capability (i.e. diagnostic or analytical equipment, communications, computer equipment, etc.).
   
   b. **Minor change.** Changes in quantity, size, manufacturer, or vendor if the item is not determined to be critical, as previously defined. For example, a minor change would encompass recommending a 16 oz. hammer instead of a 12 oz. hammer, 7 rolls of duct tape instead of 6, or recommending the addition of non-critical equipment/consumables to the inventory (i.e. more 500 mL flasks for water quality analysis, additional types of sampling tubes, etc.).
   
   c. **Major change.** Change in critical equipment, consumable, policy, or procedures. For example, a technological advancement leading to the replacement of the INFICON HAPSITE® from the chemical component; addition of a more effective pesticide to the disease vector component; an improved shelter design, or changes in DR 2800™ analytical procedures.

4. **Policy**
   a. Component and support module managers are responsible for maintaining component composition and SOPS, and communicating changes to all concerned parties. Recommended changes to any FDPMU component or support module may be submitted from any source, with a copy to the FDPMU Program Manager, Expeditionary Platforms Department, NMCPHC. At least annually, component and support module managers will solicit input on prospective changes from stakeholders at the NEPMUs. All requests require supporting documentation that justifies the suggested change. Minor change recommendations may be submitted via email, whereas major change recommendations must be submitted by point paper outlining the following:

   (1) The existing equipment item that will be replaced.

Enclosure (2)
(2) The rationale for procuring the new or replacement equipment, or for changing tactics, techniques or procedures.

(3) A description of the new or enhanced capability.

(4) A cost-benefit analysis that addresses equipment calibration and/or maintenance and the impact on FDPMU training.

(5) The impact on the FDPMU hazardous materials footprint and associated waste streams, if any.

b. The appropriate component manager will evaluate all proposed changes and bring them before the FDPMU EWG with a recommendation for approval, rejection, or request for additional information. Following discussion, the EWG shall vote on the proposed changes and make a final recommendation to the Commanding Officer, NMCPHC in the EWG meeting minutes. Changes approved by the Commanding Officer will be tabulated by the FDPMU Program Manager and submitted to the Commanding Officer, NEMSCOM for action. The component manager will report the results of the FDPMU EWG action to the originator. Any rejection will be accompanied with an explanation or justification.

c. A recommendation may be re-addressed if the reason for the denial or concurrence warrants further discussion based on substantial disagreement among members of the FDPMU EWG or additional information is provided by the originator of the recommendation via the component or support module manager.