



Department of Defense INSTRUCTION

NUMBER 1438.5

December 4, 1997

DA&M, OSD

SUBJECT: Civilian Employees' Occupational Health and Medical Services Program

- References:
- (a) Section 7901 of title 5, United States Code, "Health Services Programs"
 - (b) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," May 6, 1991
 - (c) Title 41, Code of Federal Regulations, Parts 101-5.3, "Federal Employee Health Services"
 - (d) DoD Instruction 6055.1, "DoD Occupational Safety and Health Program," October 26, 1984
 - (e) Occupational Safety and Health Administration (OSHA) Instruction 2014, "Recordkeeping and Reporting Guidelines for Federal Agencies," U.S. Department of Labor, Occupational Safety and Health Administration, Revised 1986

1. PURPOSE

This Instruction implements policy, assigns responsibilities, and prescribes procedures through the authority granted to Washington Headquarters Services (WHS) through references (a), (b), (c), and (d) to carry out a Civilian Employees' Occupational Health and Medical Services Program in the National Capital Region (NCR).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components") when located within the Pentagon Reservation and General Services Administration

(GSA)-leased, Government-owned and DoD-administered space in the NCR, excluding military installations.

3. DEFINITIONS

3.1. Facilities-Related Injuries and/or Illnesses. Those injuries and illnesses directly related to operational, maintenance, and repair deficiencies of the facility, such as code violations, poor indoor air quality, and tripping hazards.

3.2. Hazardous Facility Condition. A condition which could potentially lead to a facilities-related injury and/or illness.

3.3. National Capital Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

3.4. Pentagon Reservation. That area of land (consisting of approximately 280 acres) and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Federal Office Building #2, Pentagon Heating and Refrigeration Plant, Classified Waste Incinerator, Sewage Lift Station, and other related facilities are located, including various areas designated for parking vehicles.

4. POLICY

It is DoD policy under DoD Directive 5110.4 (reference (b)) that WHS shall provide administrative and operational support to specified activities in the NCR, as required for the efficient administration of services, to include the provision of a Civilian Employees' Occupational Health and Medical Services Program.

5. RESPONSIBILITIES

5.1. The Director, Washington Headquarters Services, under reference (b), shall ensure that the following steps are taken to provide an Occupational Health and Medical Services Program for DoD agency occupants of WHS-administered facilities:

5.1.1. Coordinate the operation of a clinic system in the NCR to provide the following occupational health services:

- 5.1.1.1. Emergency medical services.
- 5.1.1.2. Workplace site visits, surveys and assessments.
- 5.1.1.3. Medical examinations.
- 5.1.1.4. Medical surveillance.
- 5.1.1.5. Consultation.
- 5.1.1.6. Training.
- 5.1.1.7. Employee assistance programs.
- 5.1.1.8. Case management.
- 5.1.1.9. Preventive medicine.
- 5.1.1.10. Health promotion and wellness programs.
- 5.1.1.11. Automated recordkeeping and reporting.
- 5.1.1.12. Other services as are deemed necessary.

5.1.2. Establish the Joint DoD NCR Civilian Employees' Occupational Health and Medical Services Committee (CEOHMSC) to provide oversight and ensure coordination between the elements of the program. This Committee shall be composed of the following members or their representatives:

5.1.2.1. Chair: Deputy Director, Real Estate and Facilities (RE&F),
WHS.

5.1.2.2. Vice Chair: Director, Triservice Pentagon Health Clinic.

5.1.2.3. Deputy Assistant Secretary of Defense Clinical Services, Office of the Assistant Secretary of Defense for Health Affairs.

5.1.2.4. Administrative Assistant, Secretary of the Army.

5.1.2.5. Assistant for Administration, Secretary of the Navy.

5.1.2.6. Administrative Assistant, Secretary of the Air Force.

5.1.2.7. Director, Joint Staff.

5.1.2.8. Director, Personnel and Security, WHS.

5.1.2.9. General Counsel, WHS.

5.1.2.10. Director, Safety and Environmental Management, WHS-RE&F.

5.1.3. Establish a system for reviewing all of the following OSHA forms under OSHA 2014 (reference (e)) that report facilities-related injuries and/or illnesses and/or fatalities in the specified facilities to ensure that hazards are eliminated as quickly as possible:

5.1.3.1. CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation"

5.1.3.2. CA-2, "Notice of Occupational Disease and Claim for Compensation"

5.1.3.3. CA-6, "Official Superior's Report of Employee's Death"

5.1.4. Publish, on an annual basis, a building circular that addresses the proper procedure by which building tenants report hazardous facility conditions.

5.2. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall, based upon requirements identified by WHS and the Joint DoD NCR CEOHMSC, plan and provide funding for the program services.

5.3. The Secretary of the Army shall:

5.3.1. Provide, primarily through the Walter Reed Army Medical Center, all necessary services, as specified in this Instruction and by the DoD NCR CEOHMSC that are funded by the Assistant Secretary of Defense for Health Affairs.

5.3.2. Require the Director of the Civilian Employees' Occupational Health and Medical Services Clinic, in cooperation with the Joint DoD NCR CEOHMSC, to jointly provide oversight of the clinic operations and its coordinated efforts to provide medical services for personnel, safety and facilities requirements.

5.4. The Heads of the DoD Components shall:

5.4.1. Provide representatives to the CEOHMSC as specified in paragraph 5.1.2. above.

5.4.2. Ensure that copies of all CA-1, CA-2 and CA-6 forms that report accidents and/or injuries and/or fatalities are forwarded to the following address:

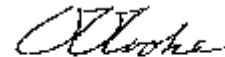
OSD/WHS/RE&F/FFD
Facility Compliance Data Center
1155 Defense, Pentagon
Washington, DC 20301-1155

6. PROCEDURES

Hazardous facility conditions shall be reported by contacting the proper facilities management office within WHS. Information such as the individual's name, phone number, organization, location of hazardous condition, date and time and a description of the hazard shall be provided when the contact is made.

7. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director