DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 6220.1E
PM/
28 MAY 1998

NAVENVIRHLTHCEN INSTRUCTION 6220.1E

Subj: NAVY EPIDEMIOLOGY BOARD

Encl: (1) Policies and Procedures

1. Purpose. To provide policy, procedures, and guidance for the Navy Epidemiology Board (NEB). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NAVENVIRHLTHCENINST 6220.1D.

3. Background. To be effective, epidemiologic activities must have well-defined long term goals. Specific epidemiologic projects must be analyzed using the population based approach and prioritized for action.

4. Policy. The NEB shall provide and promote epidemiological guidance on occupational and preventive medicine, clinical epidemiology, disease prevention and health promotion for the United States Navy and Marine Corps.

5. Functions. The NEB is an advisory body to the Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN). Functions include, but are not limited to the following:

a. Develop goals and provide guidance for Navy epidemiology in occupational and preventive medicine, clinical epidemiology, disease prevention, and health promotion.

b. Develop, enhance, integrate, and critique surveillance strategies.

c. Review issues and make recommendations relating to epidemiological contingencies and readiness, including material, personnel, training, and doctrine.

d. Identify needs and recommend research strategies to meet long-range epidemiological goals.

e. Provide technical expertise and advice on epidemiological policy, design, and methodology.

f. Define career pathways with appropriate clinical, field and operational experiences for Navy epidemiologists.

6. Organization and Management

a. The NEB will conduct its business according to the policies and procedures specified in enclosure (1).

b. In addition, the Board will periodically review its operations and develop new procedural rules, as necessary, to accomplish its mission.

7. Responsibilities

a. Commanding Officer, NAVENVIRHLTHCEN.

(1) Appoint as members of the NEB a uniformed staff epidemiologist assigned to the Preventive Medicine Directorate, and a physician assigned to the Occupational Medicine Directorate of NAVENVIRHLTHCEN. An alternate member of each Directorate will also be appointed and authorized to participate in all NEB business in the absence of the primary member.

(2) Appoint three members-at-large.

(3) Appoint, upon approval of Chief, Bureau of Medicine and Surgery (BUMED), the epidemiologist currently assigned as Director of Preventive Medicine and Occupational Health at BUMED.

(4) Appoint a member from each Navy Environmental and Preventive Medicine Unit.

(5) Appoint a non-voting representative from the Environmental Health Planning Board who is assigned to NAVENVIRHLTHCEN.

(6) Appoint a non-voting representative from the Entomology Steering Committee who is assigned to NAVENVIRHLTHCEN.

(7) Appoint a non-voting uniformed Executive Secretary.

(8) Invite the Commanding Officer, Naval Medical Research and Development Command to nominate a staff representative for appointment to membership.

(9) Invite the Medical Officer of the Marine Corps to nominate a Marine Expeditionary Force (MEF) or Headquarters, U. S. Marine Corps (HQ USMC) staff epidemiologist for appointment to membership.

b. Officers-in-Charge at each Navy Environmental and Preventive Medicine Unit.

(1) Nominate a uniformed staff epidemiologist for appointment to membership by the Commanding Officer, NAVENVIRHLTHCEN.

(2) Nominate an alternate for the primary member, authorized to participate in all NEB business in the absence of the primary member.

c. Director for Resources and Support, NAVENVIRHLTHCEN. Provide administrative and logistic support for the NEB.

d. NEB Office holders and Members. Carry out responsibilities as identified in enclosure (1).

R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List I (Directors and Deputies)
VI (NAVENPVNTMEDUs)

POLICIES AND PROCEDURES

1. Purpose. To establish standard policies and procedures for operating the Navy Epidemiology Board (NEB).

2. Organization

a. The NEB functions as an advisory body to the Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN).

b. The NEB will be composed of members appointed by the Commanding Officer, NAVENVIRHLTHCEN. All appointments may be terminated by the Commanding Officer, NAVENVIRHLTHCEN. Members are appointed for two years and may be reappointed for a second consecutive two year term. Appointments will terminate automatically upon a member's detachment from the organization represented.

(1) Limitations and Exclusions

(a) No individual may serve simultaneously in more than one position on the NEB.

(b) No Commanding Officer or Officer in Charge may serve as a member of the NEB, but may be invited as nonvoting ad hoc consultants or guests.

(c) Members will be active duty military or full-time federal government employees.

c. Consultants and Guests. The NEB may invite consultants or guests to its meetings. Such invitations will be extended by the Executive Secretary on behalf of the NEB, or by the Commanding Officer, NAVENVIRHLTHCEN. Certain individuals wishing to attend a meeting may do so as a self-invited guest. This privilege includes Commanding Officers, Officers in Charge, Headquarters United States Marine Corps staff, and Bureau of Medicine and Surgery staff.

d. President and Vice-President. The NEB will elect from among its members a President and Vice-President to serve for a period of two years. Incumbents may be re-elected to serve a total of two consecutive two year terms.

e. Committees. NEB members will be selected to:

(1) Standing committees that consider recurring topics or issues. They will be formed or dissolved by the President upon recommendation of the Board. The President will appoint from among committee members a committee chairman and vice-chairman. Members will serve on no more than two standing committees simultaneously.

(2) Ad hoc committees, formed or dissolved by the President either upon NEB recommendation or at the President's discretion, that consider relevant issues of a temporary or nonrecurring nature.

(3) Subcommittees within committees formed or dissolved at the committee chairman's discretion that address specific issues of interest to the committee.

3. Procedures

a. Board Meetings

(1) The NEB will meet at the call of the President. There will be no fewer than two Board meetings per year. Time, location and dates will be determined by the Executive Secretary and approved by the President and CO, NAVENVIRHLTHCEN. Members, alternates and other attendees will be notified of Board meetings by the Executive Secretary at least 21 calendar days prior to each meeting.

(2) All formal meetings will be conducted according to an order of business appropriate to the NEB's effective functioning.

(3) Meeting minutes will consist of a summarized written record of all decisions or actions. Minutes will be submitted by the Executive Secretary and approved by the President and Commanding Officer. Minutes shall be distributed to members, alternate members, and to others on the approval of the President and Executive Secretary.

b. Board Protocols

(1) The Board will review all inquiries or topics referred for its consideration.

(2) Issues for Board consideration should be submitted to the Executive Secretary in the format provided by Appendix A.

(3) A simple majority of the voting members of the Board will constitute a quorum authorized to transact any business of the Board.

c. Committee Organization

(1) Committee reports will be presented by the committee chairperson, or in the chairperson's absence, by the vice-chairperson. Committee deliberations are to be summarized, but all recommendations to the Board must be presented in their entirety.

(2) Committees and subcommittees meeting during the course of a regularly scheduled Board meeting will provide a brief written summary of the committee's deliberations, actions and

recommendations to the Executive Secretary by the adjournment of the Board. A formal written report will be forwarded to the Executive Secretary within 21 calendar days, to be included in the minutes of the Board meeting.

(3) Committees and subcommittees meeting between regularly scheduled Board meetings will submit a formal written summary of deliberations, actions and recommendations to the Executive Secretary no later than one month prior to the next regularly scheduled Board meeting. When appropriate, several meetings may be combined into a single summary report, provided the report includes all dates of, and attendees at, each meeting.

(4) When it is not feasible to provide a written summary in advance of a regularly scheduled Board meeting, the committee Chairperson will bring the summary of activities to the Board meeting for distribution to Board members.

d. Changes to Policies and Procedures

(1) Recommended changes to these policies and procedures will be forwarded to the Commanding Officer, NAVENVIRHLTHCEN for approval.

(2) Changes to these policies and procedures will become an official part thereof when approved per 5-b-(2).

4. Responsibilities

a. President

(1) Presides over all meetings of the Board.

(2) Ensures all actions of the Board, its committees and subcommittees follow the policies and procedures outlined in this document.

b. Vice-President. The Vice President serves in the absence of the President.

c. Executive Secretary

(1) Functions as the administrator and manager of Board operations.

(2) Provides professional consultant services on issues not requiring deliberation or resolution by the Board. The Executive Secretary will prepare a written summary of these actions and present this to the Board at its next meeting.

(3) Prepares an annual summary of the Board's actions and ongoing efforts for submission by the president to the Commanding Officer, NAVENVIRHLTHCEN.

(4) Prepares reports, minutes, recommendations and records, and maintains the official files of NEB activities.

(5) Prepares, records and distributes all minutes, executive summaries and other proceedings to the members, advisors, alternates and others; establishes meeting site locations, rooms, and other logistical support for the Board and its committees as required; and issues notices of meetings.

(6) Administers and coordinates Board activities in accordance with this document. Maintains associated fiscal affairs to include close liaison with the Resource Directorate in development of a proposed budget. Coordinates military, civilian, and invitational travel orders as required by submitting travel requests (TRs) to the travel section.

d. Members

(1) Attend all scheduled meetings.

(2) Serve on committees and sub-committees, as appointed.

(3) Participate on special projects as required by the Board.

APPENDIX A

NAVY EPIDEMIOLOGY BOARD
REQUEST FOR ACTION PAPER (Epi-RAP)

DD HMM 9X
Epi-RAP #000*

TITLE

Brief title

ISSUE/PROBLEM STATEMENT

Summarize the issue in 2-3 brief sentences.

PRIORITY

When appropriate, indicate urgency of the problem.

BACKGROUND

One or two paragraphs to establish the context of the problem and show its importance. Detailed background information, if appropriate, will be requested at a later date.

ACTION NEEDED

What should the NEB do?

ISSUE ORIGINATOR

Point of contact who submitted the issue, with address and phone number.

PERTINENT REFERENCES

List any instructions or other relevant documents, (e.g. CDC recommendations), which should be considered.

PERTINENT PERSONNEL

List any organizations or individuals outside of NAVENVIRHLTHCEN, its Echelon 4 commands, or the Naval Medical Research and Development Center (NMRDC) which should be involved or taken into consideration.

*To be assigned by the Executive Secretary.