



*Manpower and Organization*

**ORGANIZATION AND FUNCTIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: TCJ1-M

Approved By: TCJ1 (Colonel David W. Czzoitz, USAF)

Supersedes: USTRANSCOMP 38-1, Chapter 2, 1 May 2008

Pages: 7

Distribution: e-Publishing

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This pamphlet applies to the Command Surgeon, United States Transportation Command (USTRANSCOM), Scott Air Force Base, Illinois. It defines the mission, functional statements, and organization. Each USTRANSCOM directorate and staff agency has its own separate pamphlet. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM. All manpower and personnel changes that affect the command structure and/or any billet attributes must be submitted in accordance with (IAW) USTRANSCOM Instruction 38-3, *Joint Manpower Management*. USTRANSCOM Manpower and Personnel (TCJ1) is the only directorate authorized to contact Office Secretary of Defense, the Joint Staff, and/or the Services to initiate any manpower or personnel actions or changes.

***SUMMARY OF REVISIONS***

This pamphlet has been modified for and applies only to the Command Surgeon. Each USTRANSCOM directorate and staff agency has its own separate pamphlet.

- 1. Reference and Supporting Information.** References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in attachment 1.
- 2. Mission.** Serves as DOD's single manager for the development of policy and standardization of procedures and information support systems for global patient movement.
- 3. Organization and Responsibilities.** The Command Surgeon reports to the Commander, USTRANSCOM. The organization chart is located at **Attachment 2**.
- 4. Function Statements.**
  - 4.1. Command Surgeon (Dept B02420700):**

**4.1.1.** Serve as DOD single manager for the development of policy and standardization of procedures and information support systems for global patient movement and the provision of global patient movement.

**4.1.1.1.** Advise on all health matters, to include patient movement as it relates to policy and doctrine review and concept development.

**4.1.1.2.** Maintain liaison with US Northern Command (USNORTHCOM) on operational medical matters via assigned liaison officer.

**4.1.1.3.** Support the US-Canada Integrated Lines of Communication (ILOC) Agreement.

**4.1.1.4.** Oversee and exercise the Global Patient Movement System.

**4.1.2.** Support plans, Operations, and Exercises.

**4.1.2.1.** Review medical evacuation and other medical requirements within Annex Q of the Combatant Command operational plans in support of unified commanders.

**4.1.2.2.** Prepare medical input to supported USTRANSCOM Commander Operations Plan (OPLAN), deployment concepts, component information, and resource requirements.

**4.1.2.3.** Perform special studies, data gathering, and statistical analysis regarding identified wartime and contingency plans.

**4.1.2.4.** Conduct patient throughput assessments to identify supportable evacuation policies and provides sustainability analyses of patient movement plan to supported commander.

**4.1.2.5.** Plan exercises to train patient movement forces in execution of their wartime missions.

**4.1.3.** Plans and logistics.

**4.1.3.1.** Review logistics and transportation support plans for medical implications.

**4.1.3.2.** Coordinate with other DOD entities and USTRANSCOM logistics initiatives that support patient movement process, Distribution Process Owner, and Joint Theater Logistics.

**4.1.4.** Responsible for USTRANSCOM Regulating and Command and Control Evacuation System (TRAC2ES).

**4.1.5.** Provide medical input and requirements to support command, control, communications, and computer systems to ensure interoperability of information support systems for TRAC2ES, the global patient movement system, and Global Transportation Network (GTN).

**4.1.6.** Design, develop, deploy, and sustains global patient movement doctrine, policy, procedures, and plans. Conducts functional patient movement reengineering and functional process improvement.

**4.2. Global Patient Movement Requirements Center (GPMRC) (Dept B02468000):**

**4.2.1.** Facilitate all strategic and CONUS theater patient movement and provides global patient in-transit visibility for the DOD in time of peace and war.

**4.2.2.** Coordinate lift and destination plans for patients from overseas theaters and from within CONUS to DOD medical treatment facilities (MTFs), Department of Veterans Affairs (DVA) primary receiving centers, and to Federal coordinating centers representing the National Disaster Medical System (NDMS).

**4.2.3.** Provide deployment personnel and equipment to support and stand up a Joint Patient Movement Requirements Center (JPMRC). The JPMRC provides the capability to manage all aspects of patient movement in a designated theater of operations.

**4.2.4.** Provide patient movement guidance to the theaters.

**4.2.5.** Provide supporting medical and C4S input and requirements to ensure interoperability and information support system for TRAC2ES, the aeromedical evacuation system, and GTN.

**4.3. Readiness Division (Dept B02468010):**

**4.3.1.** Responsible for all aspects of training, equipping, and deploying of personnel in support of Patient Movement Operations.

**4.3.2.** Specific areas of responsibilities include:

**4.3.2.1.** Monitor deployment status of personnel, to include mobility items such as weapons qualification, cardiopulmonary resuscitation, and chemical-biological training.

**4.3.2.2.** Conduct quarterly NDMS bed reporting exercises.

**4.3.2.3.** Develop, plan, coordinate, and executes patient movement exercises.

**4.3.2.4.** Train and integrate members of the Joint Transportation Reserve Unit into schedules, to include day-to-day operations and exercise support requirements.

**4.3.2.5.** Review and advises planners on all aspects of patient movement, to include review of pertinent OPLANs, instructions, joint publications, and directives.

**4.3.2.6.** Coordinate all contingency plans including alternate site facility exercises, continuity of OPLAN and updating of required memorandums of understanding, standard operating procedures, and instructions.

**4.3.2.7.** Maintain and conducts training on all aspects of deployable equipment, to include International Maritime Satellite communications, TRAC2ES mobile, and other communications/electronics.

**4.3.2.8.** Maintain and processes security clearances for assigned Command Surgeon personnel.

**4.4. Administration Branch (Dept B02468011):**

**4.4.1.** Responsible for all administrative functions within the GPMRC. Consists of three sections, to include the

**4.4.2.** Personnel and Staff Support Branch, Systems Support Branch, and the Resource Management Branch.

**4.4.2.1.** Personnel and Staff Support Section is responsible for clerical and administrative support, to include meetings, reports, leave, TDYs, time cards, etc. Responsible for office automation support, to include the local area network (LAN), Enhanced Traffic Management System (ETMS), LOGBOOK, Guardian, the web page, software and hardware support, and Functional Area Communications Computer System Manager (FACCSM).

**4.4.2.2.** Resource Management Section is responsible for budget management, manpower, equipment, supplies, and the Third Party Insurance Collection Program.

**4.5. Readiness Branch (Dept B02468012):**

**4.5.1.** Responsible for marketing, to include managing the GPMRC web page and producing and disseminating informational videos and compact disks.

**4.5.2.** Responsible for education and training, to include developing and implementing training curriculum for TRAC2ES users, conducting new arrival briefing and orientation, conducting periodic conferences, to include the Joint Casualty Evacuation Working Group and the Patient Movement Information Conference, and conducting/coordinating required periodic mandatory training, to include safety, sexual harassment, privacy, operations security, and equal opportunity.

**4.5.3.** Responsible for readiness, to include contingency operations, contingency medical regulating issues, bed reporting exercises, Reserve personnel support and coordination for Commander-sponsored exercises, and review of patient movement requirements in support of all OPLAN.

**4.6. Operations Division (Dept B02468020):**

**4.6.1.** Responsible for normal peacetime medical regulating issues.

**4.6.2.** Functional manager of TRAC2ES peacetime module.

**4.6.3.** Apply medical regulating policies and procedures approved by Assistant Secretary of Defense, Health Affairs.

**4.6.4.** Process system change requests to TRAC2ES with civilian contractor and the Defense Medical Systems Support Center.

**4.7. Clinical Operations Branch (Dept B02468021):**

**4.7.1.** Responsible for review and validation of clinical and administrative information on patient entry into the patient movement system.

**4.7.2.** Through use of the TRAC2ES, this branch reviews all pertinent data prior to entering the patient into the patient movement conveyance of choice.

**4.7.3.** For “Urgent” and “Priority” patient movement, this branch clinically validates and obtains approval from the validating theater flight surgeon, coordinates all support during transportation, and mission-follows the patient from point of origin to delivery to final destination MTF.

**4.8. Mission Support Branch (Dept B02468022):**

**4.8.1.** Responsible for the day-to-day patient movement mission oversight.

**4.8.2.** Through use of the TRAC2ES, this branch evaluates the available movement conveyances and places the individual patient against the movement conveyance of choice.

**4.8.3.** For “Urgent” and “Priority” patient movement, this branch evaluates the optimal movement conveyance, identifies potential/available conveyance missions and coordinates patient entry into the transportation system using the conveyance of choice.

**4.8.4.** Monitor patient movement from point of origin to delivery to final destination MTF.

**4.9. Patient Movement Cell (Dept B02468023):**

**4.9.1.** Validate patient movements via aeromedical evacuation and interfaces with command staff, medical, and operational agencies to monitor patient movement.

**4.9.2.** Consolidate worldwide mission data and forwards to other agencies, advises senior USTRANSCOM, Headquarters Air Mobility Command, and Tanker Airlift Control Center staff on critical patient movement and aeromedical evacuation airlift issues for contingency and exercise planning and operations.

DAVID W. CZZOWITZ, Col, USAF  
Director, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORT INFORMATION*****References***

DoDD 5100.73, *Major Department of Defense Headquarters Activities*  
CJCSI 1001.01, *Joint Manpower and Personnel Program*  
USTRANSCOM I 38-2, *USTRANSCOM Reserve Component Support Requirements*  
USTRANSCOM I 38-3, *Joint Manpower Management*

***Abbreviations and Acronyms***

C4S-Command, Control, Communications, and Computer Systems  
CONUS-Continental United States  
DOD-Department of Defense  
GPMRC-Global Patient Movement Requirements Center  
GTN-Global Transportation Network  
JPMRC-Joint Patient Movement Requirements Center  
MTF-Medical Treatment Facilities  
NDMS-National Disaster Medical System  
OPLANs-Operation Plans  
TRAC2ES-TRANSCOM Regulating and Command and Control Evacuation System  
USTRANSCOM-United States Transportation Command

Attachment 2

# USTRANSCOM Surgeon General (TCSG)

