THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301-1200

HEALTH AFFAIRS

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL
ASSISTANTS TO THE SECRETARY OF DEFENSE

SUBJECT: Policy on Implementation and Administration of the Department of Defense Marrow Donor Program (DMDP), the C.W. Bill Young Marrow Donor Recruitment and Research Program,

The following policy is established relative to the organization, implementation and administration of the DoD Marrow Donor Program (DMDP). This policy is intended to reflect current knowledge regarding eligibility requirements, limiting factors, Privacy Act awareness and administration, informed consent, confidentiality, public affairs coordination, drive coordination, specimen handling and coordination, testing, and data administration. These policies are adopted as interim guidance. The Secretary of the Navy or his designee, as Executive Agent, shall work in coordination with ASD(HA), ASD(FM&P), and the Navy and OSD General Counsels, to conduct a review of these policies within one year. This review shall assess the progress of the implementation of this program and the effects of this interim guidance on force management.

A. ESTABLISHMENT, IMPLEMENTATION, AND ADMINISTRATION

1. The DoD Marrow Donor Program, established on 25 May 1990 by Public Law 101-302, shall be implemented by the Naval Medical Research and Development Command. Congress established this military program to complement the National Marrow Donor Program (NMDP) for three reasons: (1) the unique contributions the military could make to the success of unrelated marrow donation through an increased donor population and the health status of military donors; (2) the recognized expertise of the military in tissue typing (HLA), bone marrow research and transplantation: and, (3) the military organizational structure which provides rapid location of potential donors and effective procedures to carry out the steps leading to bone marrow transplantation. Recognizing that the military has a high rate of volunteerism and to ensure that the military's mission is not compromised, a separate DoD registration program shall be established. Through

the DoD Marrow Donor Program, military personnel, their dependents, and DoD federal civilian personnel shall be offered the opportunity to apply voluntarily for acceptance as prospective bone marrow donors.

2. The Secretary of the Navy or his designee, as the Executive Agent for the establishment and maintenance of a Marrow Donor Program, shall ensure program implementation, management, and review. This program shall be offered to all active duty personnel, their dependents, and civilian employees throughout the Department of Defense. The Executive Agent shall coordinate this program with the other military services through OASD(HA) guidance and existing DoD Directives. The DoD Marrow Donor Program shall include the organization and implementation of a Marrow Donor Center, a Human Leukocyte Antigen (HLA) testing laboratory, and research programs. Donor program elements shall be in accordance with the Standards of the National Marrow Donor Program, Standards of the American Society for Histocompatibility and Immunogenetics, Standards of the American Association of Blood Banks, and those requirements established by public law and DoD guidelines. The Naval Medical Research and Development Command shall be responsible for the implementation of the program, direction of research and improvement of the marrow program, oversight, and quality assurance. The Naval Medical Research and Development Command shall maintain consultation with the Board of Directors of the National Marrow Donor Program in the development of policies that may affect the DoD Marrow Donor Program and shall ensure: (1) that policies and procedures are established for the implementation of the DoD Marrow Donor Program based on existing National Marrow Donor Program policies, modified where necessary for DoD recruitment and marrow donation; (2) that the DoD Marrow Donor Program is implemented with subsequent application for certification as a National Marrow Donor Program approved donor center; (3) that procedures are established to provide on-site medical assistance in support of donor recruitment to include recruitment material, forms, supplies, and support personnel; (4) data records on potential donors are maintained in a secure system; (5) procedures are established to identify the location and availability of prospective donors precluding any interference with scheduled deployments, transfers, or personnel assignments: and, (6) that procedures are established to identify individuals who transfer, separate or retire from DoD service as to the termination of their participation within the DoD Marrow Donor Program, to include procedures that advise the individual of the availability of other civilian registry programs.

3. The Secretaries of the Militarv Departments shall task their medical and manpower personnel commands to provide guidance which may allow assistance, as may be requested, in the establishment, coordination of this program, and access to all military installations within CONUS, Alaska and Hawaii unless such access would interfere with mission accomplishment. Base Commanders or Commanding Officers shall be notified in writing and approval of base access shall be at their discretion. Once access is approved, it shall remain in effect. for three years unless rescinded with notification to the DoD Marrow Donor Program Center. All marrow donor drives shall be performed in close coordination with personnel designated as the local point of contact by the base commander. It should be emphasized that the DoD Marrow Donor Program requires advanced public awareness, planning and coordination before initiating a donor recruitment drive. Donor recruitment under the DoD Marrow Donor Program Center must be coordinated through the Head, C. W. Bill Young Marrow Donor Recruitment and Research Program, Naval Medical Research Institute, Bethesda, Maryland 20889-5055, or by phone at (301) 295-1837 or autovon at 295-2524.

B. RECRUITMENT OF DONORS FOR THE DoD MARROW DONOR PROGRAM

1. The DoD Marrow Donor Program shall be restricted to active duty personnel who have been on active duty for more than 180 days and their dependents, reserves on active duty status for periods greater than 60 days, and all DoD civilian personnel. Donors shall be volunteers who provide fully informed consent. Participation shall be entirely voluntary. No form of reward, inducement, gratuity or remuneration shall be used to solicit donors. Prospective donors shall have passed their 18th birthday. Prospective donors shall be in good health with no pre-existing medical history that precludes donation. Prospective donors shall meet current standards of the National Marrow Donor Program.

2. The prospective donor shall sign an informed consent at which time the donor shall be given a general explanation of the medical purpose for marrow transplantation, the reasons for recruiting unrelated donors, the process stages of marrow donation and the risks associated with marrow donation. The process stages and risks need not be explained in full detail during the preliminary recruitment, since the prospective donor will be given further briefings when the donor is identified as a potential match for a specific recipient. Once an initial match is made with a potential recipient, the volunteer donor shall be privately informed. If the donor consents to continued participation in the program, the donor shall sign an additional consent form. Following a notification of an initial match, the donor shall obtain approval from higher authority within his

command, in accordance with existing military or civil service regulations governing donors for transplantation. This shall ensure the command's awareness of the donor's participation in a probable marrow donation,and the command's approval as to the availability of the donor. At this stage of the consent process, the donor shall have the responsibility of informing the DoD Marrow Donor Center if the donor is reassigned, or the donor foresees a change in their availability status. However, this information shall not be required if notification of relocation compromises the security of a mission. Once a final match between donor and recipient has been completed, the donor shall be granted adequate time to complete final medical screening and preparation, and time to donate the marrow. This may be provided through permissive temporary active duty or other administrative mechanism appropriate to the local Command. All costs associated with the actual donation shall be paid by the prospective recipient.

3. There shall be no undue pressure or inducement placed'on the prospective donor. The prospective donor shall be informed and assured of the right to decline marrow donation or to withdraw at any time from the DoD Marrow Donor Program without prejudice. The prospective donor shall be given ample opportunity to ask questions and to consider participation in the program and the ability to decline participation without pressure.

4. There shall be assurances as to the prospective donor's privacy, confidentiality of records, and full compliance with the Privacy Act. The prospective donor's identity shall be known only to those few staff members of the DoD Marrow Donor Center with a need to know. Donor's identifying records shall be in a locked file accessible only to those with a need to know. Appropriate security measures and checks shall be conducted routinely to prevent compromise of the donor's identity, All other files, records, reports shall identify the donor by a coded number only. The donor's identification shall be released to others only when there is a clear need for individuals outside the C. W. Bill Young Marrow Donor Recruitment and Research Program to have access to it, and only then with the consent of the donor. Such consent shall be in writing or witnessed if written permission can not be immediately obtained. However, the donor may be asked to supply a written consent as soon as possible. The donor's identification and address may be released to the National Marrow Donor Program Coordinating Center at the discretion of the C. W. Bill Young Marrow Donor Recruitment and Research Program for the purpose of direct informational mailing. However, this shall be done in such a way that the identity code of the individual is not linked in any manner to the information supplied.

5. Personal meetings between prospective donors and recipients shall not be encouraged and if so requested mutually by both parties, such meetings shall be conducted in accordance with the Standards of the National Marrow Donor Program.

6. If the prospective donor is found to be a potential match for a specific recipient, the ensuing processes of medical evaluation, histocompatibility testing, donor information sessions, counseling, and expressed desire to continue participation shall be conducted in accordance with the current Standards of the National Marrow Donor Program.

7. The prospective donor's HLA typing data shall not be used to commit the donor to other organ donation programs or ancillary programs for which the donor has not given explicit approval. However, the donor may be contacted by the DoD Marrow Donor Center to obtain subsequent informed consent for associated programs. If the donor has indicated a willingness to be a platelet donor on the initial consent form, the donor may be contacted to solicit platelet donations to support medical therapy or military casualties. Upon the separation, retirement or termination of the prospective donor from military or DoD civilian service, the individual shall be notified of his termination from the DoD Marrow Donor Registry and afforded the opportunity to be enrolled in associated civilian registry programs. All active duty military personnel and DoD civilian personnel who wish to participate in a marrow donor program are encouraged to participate through the DoD Marrow Donor Program to facilitate DoD operational requirements. However, thisshall not preclude the right of an individual to participate in a marrow donation program through a civilian registry.

C. RESPONSIBILITIES

1. The Secretary of the Navy or his designee shall conduct periodic reviews of the program to ensure compliance with DoD Directives and guidance documents, and provide such information to the Assistant Secretary of Defense for Health Affairs.. The Medical Departments and Manpower Departments of the respective Services shall provide assistance in the establishment of the DoD Marrow Donor Program in the respective areas of donor recruitment and donor tracking. The Secretary of the Navy or his designee, as the Executive Agent for the DoD Marrow Donor Program, shall provide program administration and oversight, and supply reports as required by DoD and Public Law. The DoD Marrow Donor Program shall be organized and implemented by the Naval Medical Research and Development Command and the Naval Medical Research Institute, Bethesda, Maryland, which shall be responsible for ensuring compliance with established standards and providing guidance in the operation of the Marrow Donor Program.

D. IMPLEMENTATION

1. Secretaries of the Military Department shall forward copies of all documents implementing this memorandum to ASD(HA) and ASD(FM&P) within 90 days. Exception to permit immediate implementation will be made on an individual basis where the life or safety of a person is threatened. Congress has directed that the Secretary of the Navy title the Navy recruitment and bone marrow research program, the "C.W. Bill Young Marrow Donor Recruitment and Research Program".

E. REFERENCES

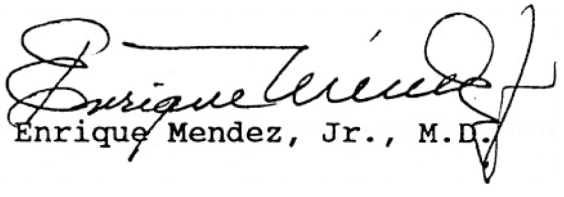
a. Department of Defense Directive 5136.1, Assistant Secretary of Defense (Health Affairs), April 15, 1991.

b. Title 10, United States Code Armed Forces, Chapters 4 and 55.

c. Public Law 101-302, Title II, "Research, Development, Test and Evaluation, Navy," May 25, 1990.

d. House Conference Report 101-938, "Making Appropriations for the Department of Defense", October 24, 1990, pages 105-106.

e. The Privacy Act, Title 5, United States Code, Section 552a.



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