



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 7600.01
DEC 19 2011

IG

SUBJECT: External Audits, Inspections, and Reports

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with authority in References (a) through (e), establishes policy and designates the Joint Task Force National Capital Region Medical (JTF CapMed) Inspector General (IG) as the central point of contact (POC) to liaison with the General Accounting Office (GAO), Department of Defense Inspector General (DoDIG), and other external agencies performing audits and inspections or providing reports for information or tasking JTF CapMed. This centralized management allows for a coordinated and consolidated response and the successful tracking of audits, inspections, and reports. References (f) and (g) provide guidance and direction on responding to common information requests.
2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint MTFs and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center and National Intrepid Center of Excellence).
3. POLICY. It is JTF CapMed policy that JTF CapMed must be able to coherently and efficiently respond to the various and frequent information requests received from audit and inspection agencies such as the GAO and DoDIG (hereafter referred to as external audit agencies).
4. RESPONSIBILITIES. See Enclosure 2
5. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

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6. EFFECTIVE DATE. This Directive is effective immediately.



J. M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander

Enclosures

1. References
2. Responsibilities
3. Implementation Status Report

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force-National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memo, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region-Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Joint Publication 3-33, Joint Task Force Headquarters, February 16, 2007
- (f) DoD Instruction 7650.02, "Government Accountability Office (GAO) Reviews and Reports," November 20, 2006
- (g) DoD Instruction 7650.01, "Government Accountability Office (GAO) and Comptroller General Requests for Access to Records," January 27, 2009

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ENCLOSURE 2RESPONSIBILITIES

1. JTF CAPMED IG. The IG is appointed as Program Manager (PM) for the external audits program. As such, the IG is responsible for maintaining liaison with external audit agencies, and coordinating and providing timely responses to requests for information or for POCs to attend entrance or exit conferences. In support of this effort, the IG is responsible for distributing the report and findings of external audits to the appropriate subject matter expert (SME) in a timely manner. Input received from the SME is analyzed for completeness and appropriateness and is consolidated into a JTF CapMed response by the IG. The Executive Secretariat Office maintains a tracking system on each audit or request for information and maintains historical files on work performed and responses provided.

2. JTF CAPMED J-CODES. The JTF CapMed J-Codes shall inform the IG of all interactions (formal correspondence, meetings, e-mail, or telephone requests) between representatives of JTF CapMed and external audit agencies. Upon completion of any interactions or discussions, provide the IG with a report, detailing the specific items discussed, any information provided, names and contact information for participants, and any follow-on action required.

3. JTF CAPMED SMEs. The JTF CapMed SME shall submit a comprehensive response to the IG within the timeline determined appropriate to the matter. Should the SME directly receive the tasker, the IG must be notified and the response must be submitted through the IG. Supporting documentation should be included and input should be provided in the format required by the tasking authority.

4. JOINT MTF COMMANDERS AND CENTER DIRECTORS. Joint MTF Commanders and Center Directors shall notify the IG, JTF CapMed immediately by e-mail (preferred) or by telephone of all interactions between representatives of the Joint MTF or Center and external audit agencies. Within 3 working days after the meeting or discussion, provide the IG, JTF CapMed with an e-mail report, detailing specific items discussed, information provided, names and contact information for participants, and follow-on action required.

ENCLOSURE 3

IMPLEMENTATION STATUS REPORT

IMPLEMENTATION STATUS REPORT

STATUS AS OF (DATE)	REPORTED BY (ACTION OP/BUREAU/COMMAND)
ACTION OFFICER (NAME AND EXTENSION)	COORDINATING ACTION (ACTION OP/BUREAU/COMMAND)
IDENTIFICATION OF REPORT (NAVINGEN/COMMAND INSPECTION/AUDIT/AREA COORDINATION. INCLUDE SERIAL AND DATE.)	
IDENTIFICATION OF ACTION ITEM (RECOMMENDATION NUMBER/PARAGRAPH NUMBER)	
RECOMMENDATION	
CURRENT IMPLEMENTATION STATUS (IF ACTION CONSIDERED COMPLETE, SO STATE.)	
NEXT STEP IN IMPLEMENTING THE REQUIRED ACTION (INCLUDE ESTIMATED DATE OF COMPLETED ACTION)	