



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

NUMBER 8910.01

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ESO

SUBJECT: Information Collection and Reporting Program

References: See Enclosure 1

1. PURPOSE. This Directive, based on the authority of References (a) through (d) and in accordance with the requirements of References (e) through (l), establishes policy for the creation and governance of the Joint Task Force National Capital Region Medical (JTF CapMed) Information Collection and Reporting Program.

2. APPLICABILITY. This Directive applies to JTF CapMed Headquarters, Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH) [hereafter, WRNMMC and FBCH are referred to as Joint Medical Treatment Facilities (MTFs)], and the Joint Pathology Center (JPC).

3. DEFINITIONS. Terms used in this Directive are defined in DoD Instruction 8910.01 (Reference (e)).

4. POLICY. It is JTF CapMed policy that:

a. Prior to collecting information, users requiring the information shall ensure that the information to be collected is not duplicative of information already available. When information is not already available, users shall ensure that:

(1) Other methods (e.g., statistical sampling) that will minimize the information collection burden cannot be used.

(2) The information collection request is valid, accurate, and essential to the mission of the user's organization.

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b. Information collection requirements shall be designed to meet only essential needs and be as infrequent as feasible with reasonable due dates. The number of copies to be prepared shall be held to a minimum. When the need for a recurring collection requirement is indicated, one-time information collection requirements may not be imposed in accordance with Reference (e).

c. Information collected from the public, as defined in Chapter 35 of title 44, United States Code (Reference (g)), DoD Components, and other Federal Agencies shall be minimized, accounted for, and controlled.

d. Information collection requirements that have not been properly approved and symbolized shall not be honored.

e. Collection of information that contains personal information on individuals requires special handling under DoD Directive 5400.11 (Reference (h)). Such information included in the proposed collection of information shall be accessible to the public only as prescribed by DoD Directive 5400.7 (Reference (i)). Privacy impact assessments shall be conducted in accordance with DoD Privacy Impact Assessment (PIA) Guidance (Reference (j)). PIAs are conducted to ensure personal information in electronic form is acquired and maintained only when necessary, and that the supporting information technology that is being developed and used protects and preserves the privacy of the American public.

f. When the information collection requirement has been approved and symbolized, and the information is collected, it shall be made visible, available, and usable to any potential authorized user.

5. RESPONSIBILITIES. See Enclosure 2

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the JTF CapMed Website at: www.capmed.mil.

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7. EFFECTIVE DATE. This Directive:

- a. Is effective upon publishing to the JTF CapMed Website; and
- b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (k)). If not, it will expire effective 10 years from its publication date and be removed from the JTF CapMed Website.



STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

Enclosures

1. References
2. Responsibilities

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Authorities for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (b) Deputy Secretary of Defense Action Memorandum, "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) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (f) DoD Manual 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (g) Chapter 35 of title 44, United States Code
- (h) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007 as amended
- (i) DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," October 28, 2005 as amended
- (j) DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance," February 12, 2009
- (k) JTF CapMed Instruction 5025.01, "Formats and Procedures for Development and Publication of Issuances," March 5, 2012
- (l) DoD DTM 12-004, "DoD Internal Information Collections," April 24, 2012 as amended

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ENCLOSURE 2RESPONSIBILITIES1. COMMANDER, JTF CAPMED (CJTF). The CJTF will:

a. Establish, through the Director of Executive Support Services, the information collection program in accordance with Reference (e).

b. Respond only to those DoD information collections that are assigned a valid Report Control System (RCS), are assigned a valid Office of Management and Budget (OMB) control number, are information collections that require the submission of information directly to Congress, or are clearly exempt from licensing.

c. Appoint a JTF CapMed Information Collection Manager (ICM) in writing.

2. JTF CAPMED ICM. The ICM will:

a. Be the point of contact for information collection matters.

b. Serve as the liaison to the TRICARE Management Activity Information Management Control Officer on the coordination and licensing of information collections.

c. Administer the Information Collection Program by following the procedures in References (e) and (l) and the supporting documents published on the DoD Information Collections webpage when coordinating and requesting approval of DoD internal information collections: http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html.

d. When processing information collection licensing requests, coordinate with the JTF CapMed Forms Manager, Records Manager and the Privacy Officer.

e. Serve as the technical advisor on DoD internal information collections and assist action officers in getting approval for the collection of information.

3. JOINT MTF COMMANDERS AND THE JPC DIRECTOR. Joint MTF Commanders and the JPC Director will:

a. Respond only to those DoD information collections that are assigned a valid RCS, are assigned a valid OMB control number, are information collections that require the submission of information directly to Congress, or are clearly exempt from licensing.

b. Coordinate any proposed information to be collected outside JTF CapMed with the JTF ICM prior to collecting information.

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c. Appoint Joint MTF information collection points of contact who will work with the JTF CapMed ICM in coordinating information collection.

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GLOSSARYACRONYMS

CJTF	Commander, Joint Task Force National Capital Region Medical
FBCH	Fort Belvoir Community Hospital
ICM	Information Collection Manager
JPC	Joint Pathology Center
JTF CapMed	Joint Task Force National Capital Region Medical
MTFs	Medical Treatment Facilities
OMB	Office of Management and Budget
PIA	Privacy Impact Assessment
RCS	Report Control System
WRNMMC	Walter Reed National Military Medical Center