



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

NUMBER 5015.01  
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ESO

SUBJECT: Records Management Program

References: See Enclosure 1

1. PURPOSE: This Directive, in accordance with the authority established in References (a) through (d):

a. Establishes responsibility for the Joint Task Force National Capital Region Medical (JTF CapMed) Records Management Program in accordance with parts 1220 through 1239 of title 36, Code of Federal Regulations (Reference (e)), under the Department of Defense.

b. Updates policy and responsibilities for life-cycle management (creation, maintenance and use, and disposition) of information as records in all media, including electronic.

c. Authorizes the publication of implementing and procedural guidance on the management of records at JTF CapMed, consistent with Reference (e), JTF CAPMED-I 5025.01, and chapters 29, 31, 33, and 35 of title 44, United States Code (References (f) and (g)).

2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint Medical Treatment Facilities (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).

3. DEFINITIONS. See Glossary

4. POLICY. It is JTF CapMed policy to:

a. Create, maintain, and preserve information as records, regardless of media, that document the transaction of business and mission in wartime and peacetime to provide evidence of JTF CapMed Headquarters and Joint MTF and Center organization, functions, policies, procedures,

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decisions, and activities in accordance with References (e) through (g) .

b. Manage the lifecycle of organization records effectively and efficiently in compliance with References (e), (g), and DoD Directive 5100.03 (Reference (h)), while protecting the legal and financial rights and interests of the Government and persons affected by the Government's activities.

c. Preserve records of the activities and operations of each organization that have continuing and historical value, such as those records documenting policies, operations, functions, decisions, procedures, and essential transactions.

d. Manage all records in any media used for creation or storage in accordance with approved records schedules.

e. Systematically remove inactive and semi-active records from files to ensure that document holdings are maintained at the minimum level necessary to support current operations.

f. Increase information retrieval capabilities through standardized storage procedures.

g. Foster unity of effort on JTF CapMed records information management matters within the organization.

5. RESPONSIBILITIES. See Enclosure 2

6. 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](http://www.capmed.mil).

7. EFFECTIVE DATE. This Directive is effective immediately.



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

Enclosures:

1. References
2. Responsibilities

Glossary

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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 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) Parts 1220 through 1239 of title 36, Code of Federal Regulations
- (f) JTF CAPMED-I 5025.01, "Formats and Procedures for Development and Publication of Issuances," January 22, 2011
- (g) Sections 3101, 3102, and 3015 and chapters 29, 31, 33, and 35 of title 44, United States Code
- (h) DoD Directive 5100.03, "Support of the Headquarters of Combatant and Subordinate Unified Commands," February 9, 2011
- (i) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (j) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY COMMANDER. The Deputy Commander shall:

a. Implement this records management policy with a policy Instruction, procedural Manual, and disposition schedules for use by JTF CapMed Headquarters and the Joint MTFs and Centers.

b. Ensure JTF CapMed Headquarters and each Joint MTF and Center has policies and procedures in place so that all historical records generated by these organizations are identified, safeguarded, and properly managed in accordance with this Directive.

c. Conduct periodic reviews of referred programs to ensure all records are scheduled as provided in References (e) and (g), and DoD Directive 5015.2 (Reference (i)).

2. EXECUTIVE SECRETARIAT OFFICE (ESO). The ESO shall:

a. Issue guidance to implement this Directive and References (e), (g), (j), and address the following:

(1) Policy necessary to establish, manage, and maintain an active and continuing JTF CapMed Records Management Program under References (e) and (g).

(2) Procedures applicable to the creation, maintenance, use, preservation, and disposal of all records, in any storage medium, in compliance with References (e) and (g).

b. Determine commonality of information in functional records management processes for all the Joint MTFs and Centers.

c. Simplify and streamline records management within the JTF CapMed by ensuring application of records management principles and policies.

d. Evaluate, improve, implement, and execute JTF CapMed records management policies and procedures to ensure that functional management, control, oversight, and leadership are demonstrated during the life-cycle management of JTF CapMed records.

3. J-CODE DIRECTORS. The J-Code Directors shall create, maintain, preserve, and document the organizations, functions, policies, decisions, and procedures (operational and logistical) in support of JTF CapMed transactions as provided in References (e) and (g).

4. JOINT MTF COMMANDERS AND CENTER DIRECTORS. The Joint MTF Commanders and Center Directors shall:

a. Establish and maintain a Records Management Program at an organizational level of sufficient authority to ensure that the objectives and policies of this Directive and Reference (g) are efficiently and effectively implemented, and designate an individual to coordinate the Records Management Program.

b. Apply standards, procedures, and techniques designed to improve the management of records as provided in sections 3101, 3102, and 3015 of Reference (g), ensuring that records are created, maintained, and preserved to provide the information necessary to protect the legal and financial rights of the Government and persons directly affected by JTF CapMed Joint MTF or Center activities.

c. Use the most economical, efficient, and reliable means for creation, retrieval, maintenance, preservation, and disposition of records in any media.

d. Improve the management, maintenance, and security of records in coordination with the Director, Executive Secretariat and Commander, JTF CapMed.

e. Ensure proper training of all personnel who create and use records to ensure compliance with this Directive and References (e) and (g).

f. Advise all employees at least annually:

(1) Of their responsibility to create and maintain records.

(2) How to identify records and distinguish them from non-record materials.

(3) Not to remove records from the organization's custody or destroy them, except as required or allowed under authorized record schedules.

(4) How to inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records.

(5) To identify personal papers and maintain them separately from organizational records, in compliance with Reference (i), and DoD 5400.11-R (Reference (j)).

g. Ensure prompt retirement or disposal of temporary records and the timely transfer of permanently valuable records under authorized record schedules.

h. Periodically evaluate Joint MTF and Center compliance with the JTF CapMed Records Management Program and Reference (e).

i. Advise the Director, ESO of records management issues that could have broad

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implications throughout JTF CapMed or between the JTF CapMed and other Government Agencies, and fully cooperate with the Director, ESO in resolving these issues.

- j. Safeguard all personal data within records, in accordance with Reference (j).

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GLOSSARYDEFINITIONS

disposition schedules. Specify the retention rules for records and instructions for disposing of them at the end of the retention period. Records are assigned to disposition schedules containing instructions stating how long records must be retained. Disposition instructions include review, transfer to an archive for permanent preservation, export to another location, and destruction. Temporary records may be destroyed only in accordance with established procedures and appropriate approvals once the retention period is completed.

organization. Includes all JTF CapMed components (including military, civilian or contractor personnel) conducting operational, logistical, or support transactions anywhere within the Joint MTFs and Centers.

non-records. See section 1222.34 of Reference (e).

records. See section 3301 of Reference (g). A record covers information in any medium, and includes operational, logistics, support, and other materials created or received by the JTF CapMed Joint MTFs and Centers in training, contingency, and wartime operations as well as in all routine and peacetime business.

retirement. Sending inactive records to offsite storage until they are eligible for final disposition (i.e., destruction or transfer to the National Archives).

temporary records. Those records that the National Archives and Records Administration approves for either immediate disposal or for disposal after a specified time or event.

records management. See section 2901 of Reference (g).