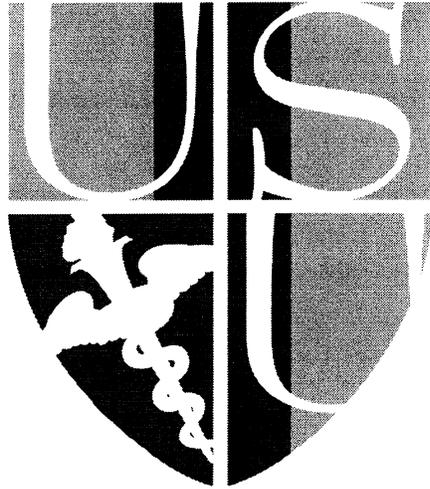


**USUHS
INSTRUCTION**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Management and Control of Information Requirements

Instruction 7750

(DRE)

ABSTRACT

MAR - 6 2008

This Instruction provides guidance related to the management and control of information requirements for the Uniformed Services University of the Health Sciences (USUHS). Included is a list of all reporting requirements for USUHS activities.

A. Reissuance and Purpose. This Instruction:

1. Reissues USUHS Instruction 7750a.
2. Implements DoD Directive 8910.1b, which requires agencies to institute a formal program to manage information.
3. Provides a listing of reports that must be provided to external activities.

B. References. See Enclosure 1.

C. Applicability. The provisions of this Instruction apply to all components of the USUHS.

D. Policy. It is USUHS policy:

1. To maintain sufficient information "available to achieve military effectiveness and management efficiency."
2. That reporting requirements will be examined to avoid both duplication and unnecessary generation of data.
3. That the central ingredient in information management is the user's

responsibility and accountability for assuring that information requirements are valid, accurate, and essential to the mission of the user's organization.

4. That information requirements that involve the collection of personal information on individuals require special handling under the provisions of DoD Directive 5400.11c. Information or data included in the proposed information requirement will be accessible to the public only as prescribed by DoD Directive 5400.7d.

5. That internal information requirements will be reviewed to avoid both duplication and unnecessary generation of data.

E. Responsibilities.

1. The Director, Review and Evaluation shall:
 - a. Serve as the USUHS Information Resources Management Representative (IRMR) and be the principal point of contact on the various information requirements.
 - b. Maintain an up-to-date index of

Resources Management Representative (IRMR) and be the principal point of contact on the various information requirements.

b. Maintain an up-to-date index of extended reporting requirements. (*See Enclosure 2.*)

2. The Vice President, External Affairs (VPE) shall coordinate all requests for information submitted under the terms of the Privacy Act or the Freedom of Information Act (FOIA).

3. Department Chairs/Activity Heads shall be responsible for controlling, filing, and meeting due dates.



Charles L. Rice, M.D.
President

Enclosures:

1. Reference
2. USUHS External Reporting Requirements

REFERENCES

- (a) USUHS Instruction 7750, "Management and Control of Information Requirements," dated January 18, 2001 (hereby cancelled)
- (b) DoD Directive 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," dated June 1998
- (c) DoD Directive 5400.11, "Department of Defense Privacy Program," dated May 14, 2007
- (d) DoD Directive 5400.7, "DoD Freedom of Information Act Program," dated September 29, 1997

USUHS EXTERNAL REPORTING REQUIREMENTS

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
ADM	Privacy Act	DoD Annual
ADM	Organization requests current Bulletin on a yearly basis (to Microfilm)	Career Guidance Foundation
ADM	Questionnaire	Wolk and Associates
ADM	Chronicle College Data Books Listing	Chronicle Guidance Publications, Inc.
ADM	Annual Survey of Graduate Institutions	Peterson's Guides
ADM	Financial Aid Questionnaire	Octaneron Associates
ADM	Guidance Information System	Houghton Mifflin Company
ADM	Medical School Survey	Apply Technology, L.L.C.
ADM	Graduate Survey: Health Professions	Wintergreen/Orchard House
ADM	Medical School Survey	The Princeton Review
ADM	Statistical Survey of Medical Schools	U.S. News and World Report
ADM	Pre-Medical Advisors Manual on the Medical School Admissions Process	Northeast Association of Advisors for the Health Professions
ADM	Institutional Characteristics	Integrated Post Secondary Education Data System
ADM	Annual Institutional Data Summary	Commission on Higher Education

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
ADM	Medical School Admissions Requirements Handbook	AAMC
ADM	Annual Medical School Questionnaire	LCME
ADM	College View	Hobsons Digital Media, Inc.
ADM	American Universities and Colleges	American Council on Education
CHR	Counseling for Alcoholism and Drug Abuse	DoD/OPM
CHR	Disabled Veteran Affirmative Action Report	OPM/EEOC
CHR	Discrimination Complaint Report	OPM/EEOC
CHR	EEO Accomplishments-Women and Minorities	OPM/EEOC
CHR	EEO Recruitment Report	OPM/EEOC
CHR	Handicapped Employment Report	OPM/EEOC
CHR	Montgomery County Employment Survey	County Government
CHR	Personnel by Country	DoD
CHR	Personnel by Geographic Code	DoD/OPM
CHR	Workers' Compensation Case Report	DoD/DOL
CTR	Form 350-Individual Procurement Action Report on each procurement greater than \$25,000.00	DoD (Pentagon)
CTR	Form 1057-Monthly Summary of procurement actions of less than \$25,000.00	DoD (Pentagon)

Budget Division

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
FMG	Annual Questionnaire on Medical School Financing (LCME Part I-A and Part I-O)	Association of American Medical Colleges
FMG	President's Budget Submission	Assistant Secretary of Defense, HA
FMG	Budget Estimate Submission	Assistant Secretary of Defense, HA
FMG	Federal Funds for Research and Development	USD(A)/National Science Foundation
FMG	Federal Obligations of Medical and Health-Related R&D	USD (R&D)/NIH
FMG	Program Objective Memorandum	Assistant Secretary of Defense, HA
FMG	Monthly Work Years Civilian Personnel Report	ASD (HA)
FMG	Survey of Scientific and Engineering Expenditures at Universities and Colleges	National Science Foundation
FMG	Work-Years and Personnel Costs Report	ASD(HA)

Financial Services Division

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
FMG	Federal Cash Transaction Reports, PMS 272	HHS, Rockville
FMG	Financial Status	NIH/DIV Financial Mgt., Grants Section
FMG	Review of Unliquidated Obligation	DFAS, OMAHA
FMG	Schedule of Emergencies & Extraordinary Expense, RCS-SS-A(Q) 1126	Director, Budget & Finance, WHS Pentagon
FMG	Counterdrug Financial Status Report	OASD (Departments)
MEE	Annual Institutional Data Summary	MSA CHE
GCE	Survey of Graduate Science and Engineering Students and Postdoctorates	NSF and NIH
GCE	Graduate School Survey Form	ACT
GCE	Annual Survey of Graduate Institutions	Peterson's Guides
GCE	Also provide information for the annual LCME and IDEDS HEGIS reports.	
ICR	Annual Statement Required under the Federal Managers Integrity Act (FMFIA) of 1982	DoD (OSD)
LAM	Annual Report of Animal Assurance	Office of Laboratory Animal Welfare
LAM	Annual Report of Research Facility	United States Department of Agriculture

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
LAM	Annual Report on Animal Welfare Assurance Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals	Office of Lab Animal Welfare, National Institutes of Health
LAM	Annual Report to Congress	Department of Defense; Senate Armed Services Committee
LAM	Association for Assessment and Accreditation of Laboratory Animal Care International Annual Report	AAALAC International, Bethesda, MD
LRC	Biennial Survey of Depository Libraries	Government Printing Office
LRC	College Board Annual Survey	College Entrance Exam Board
LRC	HEGIS	U.S. Department of Education
LRC	Annual Institution Data	Middle States Association Commission
LRC	American Library Directory	R.R. Bowker on Higher Education
LRC	Directory of Special Libraries and Information	Gale Research
LRC	Various Surveys, Questionnaires	Various Sources
MED	Various Questionnaires from the AAMC, APIDIM, etc.	
MEE	Annual Institutional Data Summary	MSA CHE
MPS	Progress or Final Reports on NIH/NIMH or NSF Grants, as needed	NIMH/NSF

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
NEU	Student Rosters	WRAMC, NHB, MGMC, NNMC, Other Hospitals where students rotate
OGC	Legal Information/Actions	OGC, DoD (Pentagon)
VPE	Freedom of Information Act Index Update (weekly)	OSD (HA)
PHA	Periodic Research Reports	MRDC, USA, AAMD, USAF
REA	Research Summary Quarterly/Annual for each DoD Project	DoD
REA	Research & Technology Work Unit Summary (DD Form 1498)	DoD
REA	Annual Survey of Federal Funds	National Science Foundation
UIS	Automation Resource Inventory	DARIC
UCC	All Exhibit 43	DSD/OMB

Graduate School of Nursing

<u>Department</u>	<u>Name of Report</u>	<u>Agency Requiring Report</u>
GSN	Annual Survey	American Association of Colleges of Nursing (AACN)
GSN	National League for Nursing (NLN)	
GSN	Self Study Report	National League for Nursing Accreditation Commission
GSN	Self Study Report	Commission of Collegiate Nursing Education
GSN	Self Study Report	Commission of Accreditation of Nurse Anesthetists Educational Programs