BUMED NOTICE 6400

From: Chief, Bureau of Medicine and Surgery

Subj: INDEPENDENT DUTY CORPSMAN REPORTING SYSTEM IMPLEMENTATION

Ref: (a) Surgeon General Decision Type Memorandum 3.1

1. **Purpose.** To provide policy and governance for implementation and utilization of the Independent Duty Corpsman (IDC) Reporting System across budget submitting office 18. The IDC Reporting System utilizes a SharePoint platform with the capability to aggregate IDC certification data and generate actionable information on IDC readiness levels across the enterprise. The system was developed per reference (a), that can be accessed via a common access card enabled site at [https://esportal.med.navy.mil/bumed/rh/m3/m35/M353Docs/3.0%20and%2011.0%20DTM_06Aug20.pdf](https://esportal.med.navy.mil/bumed/rh/m3/m35/M353Docs/3.0%20and%2011.0%20DTM_06Aug20.pdf).

2. **Scope and Applicability.** This notice applies to all IDC program managers across budget submitting office 18 for managing, tracking, and reporting of their respective IDC programs. The IDC Reporting System provides standardization of tracking and reporting functions to allow for streamlined efforts while minimizing entry and maintenance time for quarterly and annual reports.

3. **Action.** Navy Medicine regions and all subordinate commands that have assigned IDCs must utilize the IDC Reporting System for reporting and recordkeeping. IDC program directors, managers, and physician supervisors must have access to the system and begin populating IDC records starting immediately with a completion deadline of 1 September 2021.

4. **Administration and Logistics**

   a. Further guidance will be provided to the regions and subordinate commands regarding the official phase out of the current IDC six-part folders. All six-part folders must be maintained until further guidance is issued and the new electronic system is fully implemented across the Department of the Navy.

c. Regional program directors and managers must consolidate a list of physician supervisors, IDC program directors, and managers under their purview that require administrative access to the IDC Reporting System. The lists must include first and last name, official e-mail address, activity name, and unit identification code. The lists must be forwarded to the BUMED IDC program manager no later than 20 August 2021 at usn.ncr.bumedfchva.mbx.bumed-idc-program-manager@mail.mil.

5. Command and Signal. Questions concerning the IDC Reporting System can be e-mailed to the BUMED IDC program manager at usn.ncr.bumedfchva.mbx.bumed-idc-program-manager@mail.mil.

6. Records Management

   a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.seanav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

   b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

   B. L. GILLINGHAM

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at, https://www.med.navy.mil/Directives