



October 2020

## Information Management Guidance

*Command Resilience Team Human Factor Council (CRTHFC)*

1. Reports, notes, materials, or other work-products shall not be appended or made an enclosure, in whole or part, to any formal investigation (legal or safety investigation).
2. All personnel in possession of health-related information are directed by the Health Insurance Portability and Accountability Act (HIPAA) to disclose only the minimum necessary amount of information needed to develop an assessment of the Sailor and his/her risk mitigation plan in order to accomplish the military mission. Description of the impacts on duty or mission, potential for impact to duty or mission, recommended duty restrictions, and expected return to full duty is the only HIPAA information that can be discussed during a CRTHFC.
3. Activities that qualify as military mission include:
  - a. Determining Sailor's fitness for duty in accordance with Navy standards and Department of Defense (DoD) directives
  - b. Determining fitness for duty to perform particular missions, assignments, orders, or duties, including compliance with actions required as a precondition to performance thereof
  - c. Execution of military or civilian medical appointments and notification of missed and cancelled appointments
4. CRTHFC members shall not discuss specific confidential and private information disclosed at the CRTHFC with non-CRTHFC members. However, CRTHFC members can use that information to develop appropriate risk mitigation plans.
5. Background information on a Sailor referred to a CRTHFC should be drawn from multiple sources to provide the most accurate assessment possible. Examples of information sources include, but are not limited to:
  - a. Resilience Toolkit
  - b. Sailor's Training Jacket
  - c. Drug and Alcohol Advisor (DAPA) documents (if applicable)
  - d. Previous CRTHFC documents (if applicable)
  - e. Medical Health Record
6. Discussion of a Sailor's healthcare information is in accordance with references (a) through (c) with tightly controlled release of personal health information (HIPAA) only to those authorized to receive it and the minimum necessary information required to address the authorized reason for release of HIPAA.

### References:

- (a) DoD 6025.18-R, DOD Health Information Privacy, 24 January 2003
- (b) Privacy Act of 1974
- (c) Health Insurance Portability and Accountability Act of 1996, 21 August 1996