Defense Health Agency

PROCEDURAL INSTRUCTION

SUBJECT: Financial Management of Information Technology Systems and Services

References: See Enclosure 1

1. <u>PURPOSE</u>. This Defense Health Agency-Procedural Instruction (DHA-PI) based on the authorities of References (a) and (b) and in accordance with References (c) through (l):

    a. Establishes the Defense Health Agency's (DHA) procedures to provide overarching guidance, implement procedures, and manage aspects of the Defense Health Program's (DHP) Financial Management of Information Technology (IT), Systems and Services for the Military Health System (MHS) enterprise. The established procedures apply across the DHA components to include Military Medical Treatment Facilities (MTFs) and Other Lines-of-Business (OLB).

    b. Directs the use of Ektropy, the Information Operations (IO) web-based IT planning ledger, to identify all DHP-funded IT personnel and IT-related expenditures, across all Budget Activity Groups (BAGs) and across the Future Years Defense Program (FYDP).

2. <u>APPLICABILITY</u>. This DHA-PI applies to the Military Departments, DHA, DHA Components (activities under the authority, direction, and control of DHA), DHA regional and field activities (including remote locations), and subordinate organizations administered and managed by DHA under the authority, direction and control of the DHA acquiring, managing, or operating information systems or IT services funded with DHP dollars.

3. <u>POLICY IMPLEMENTATION</u>. It is DHA's instruction, pursuant to References (a) through (i), that the DHA Deputy Assistant Director (DAD), Information Operations (IO) exercises authority over governance, decision-making support, investment management, and budgetary accounting policies and procedures to ensure all funding spent on any DoD healthcare IT products and services is authorized and meets compliance standards. Through a rigorous and

transparent process and established procedures, the DAD-IO will be able to select, prioritize and control all IT spending, allowing for efficiencies to be realized throughout the DHA organization, Markets, Small Market and Stand-Alone Medical Treatment Facility Organization (SSO), Defense Health Agency Regions (DHARs), and MTFs.

4. <u>CANCELLATION</u>. This DHA-PI cancels DHA-Interim Procedures Memorandum 18-017, "Military Health System Information Technology Investment Management Framework," November 7, 2020.

5. <u>RESPONSIBILITIES</u>. Enclosure 2

6. <u>PROCEDURES</u>. Enclosure 3

7. <u>PROPONENT AND WAIVERS</u>. The proponent of this publication is the DAD-IO. When Activities are unable to comply with this publication the activity may request a waiver by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activities senior legal officer. The activity director or senior leader will endorse the waiver request and forward them through their chain of command to the Director, DHA to determine if the waiver may be granted.

8. <u>RELEASABILITY</u>. **Cleared for public release**. This DHA-PI is available on the Internet from the Health.mil site at: https://health.mil/Reference-Center/Policies and is also available to authorized users from the DHA SharePoint site at: https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx.

9. <u>EFFECTIVE DATE</u>. This DHA-PI:

   a. Is effective upon signature.

   b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

10. <u>FORMS</u>. DHA Form 67, DHA Service Contract Approval Request (DSCAR) is available at https://info.health.mil/cos/admin/DHA_Forms_Management/DHA_Forms1/DHA%2067.pdf. b. DHA Form 106, Request For A New Defense Information Technology Portfolio Repository Record, at:
https://info.health.mil/cos/admin/DHA_Forms_Management/DHA_Forms1/DHA%20106.pdf.

/S/
RONALD J. PLACE
LTG, MC, USA
Director

Enclosures
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ENCLOSURE 1

REFERENCES

(a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
(b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
(c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
(d) United States Code, Title 10
(e) DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-16
(f) DoD Instruction 5000.75, "Business Systems Requirements and Acquisition," February 2, 2017, as amended
(g) Office of the Chief Information Officer Defense Business Systems Investment Management Guidance, June 2018
(h) Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, Regulatory Response to Repeal of Title 10, United States Code, Chapter 144A, "Major Automated Information System Programs," November 17, 2017
(i) DHA-Procedural Instruction 8160.01, "Defense Health Program (DHP) System Inventory Management and Reporting," May 13, 2019
(j) DoD Instruction 5000.74, "Defense Acquisition of Services," January 10, 2020
(k) DHA-Procedural Instruction 5000.01, "Implementation of the Military Health System (MHS) Request Submissions Portal and Process," February 19, 2020
(l) Deputy Secretary of Defense Memorandum, "Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities," January 11, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. <u>DIRECTOR, DHA</u>. The Director, DHA, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and the Assistant Secretary of Defense for Health Affairs, and in accordance with References (a) and (b), will:

   a. Exercise overall responsibility for Planning, Programming, Budgeting and Execution (PPBE) of all DHA requirements, programs, and systems.

   b. Assign a Chief Information Officer (CIO) and personnel to manage and orchestrate DHA's portfolio of IT investments.

2. <u>DHA ASSISTANT DIRECTORS (ADs) AND DADs</u>. The DHA ADs and DADs must:

   a. Coordinate with managers of Information Management (IM)/IT internally, including functional, program and/or project managers, to ensure the organization (if applicable) submits and maintains an itemized IT Spend Plan that accounts for the associated IT personnel (civilian, military and contractors) and IT-related expenditures.

   b. Assign primary and alternate points of contact (POCs) responsible for entering and maintaining the directorate's IT spend plan data within Ektropy. The Ektropy IT planning ledger is located at: https://ektropy.health.mil/.

   c. Validate BAG 4 unfunded requirement (UFR) and non-BAG 4 IM/IT requirements in DAD-IO Ektropy in support of DAD-IO and Portfolio & Resource Management Division (PRMD) validation and review processes.

   d. Submit any new IT requirements into the MHS Request Submissions Portal for validation and funding.

3. <u>DAD, FINANCIAL OPERATIONS (FO)</u>. The DAD-FO must:

   a. Establish guidance and timelines with regard to the Program Objective Memorandum (POM), Budget Estimate Submission (BES), and President's Budget (PB).

   b. Create and disseminate DAD-FO templates to all stakeholders to facilitate execution of required POM Issue Papers, Budget Change Proposals (BCPs), and Internal Realignments.

   c. Distribute applicable IT funds from DAD-FO to DAD-IO.

d. Consolidate programmatic data through the DAD-FO Market Representative.

e. Work cooperatively with DAD-IO to ensure consistency between annual BES and PB reporting in Select & Native Programming Information Technology (SNaP-IT) submitted through DoD CIO and the IT budget schedules and exhibits submitted to Office of the Under Secretary of Defense, Comptroller by DAD-FO.

4. <u>DAD, ADMINISTRATION AND MANAGEMENT (A&M)</u>. The DAD-A&M must:

a. Create and disseminate templates to all stakeholders to facilitate execution of required Internal Realignments.

b. Provide the joint table of distributions used to identify authorized billets when looking at manpower as it applies to the budgeting process.

5. <u>DAD, STRATEGY, PLANNING, AND FUNCTIONAL INTEGRATION</u>. The DAD, Strategy, Planning, and Functional Integration must:

a. Manage the MHS Request Submissions Portal.

b. Coordinate with DAD-IO on IT UFR submissions enabling DAD-IO to validate requirements against the IT Spend Plan. For more information on the requirements, validations and prioritization process, go to MHS Requirements Management Knowledge Exchange SharePoint page located at: https://info.health.mil/sites/stratp/imd/RqmtsMgmtPortal/SitePages/Home.aspx.

6. <u>DAD-IO</u>. The DAD-IO must:

a. Exercise overall responsibility for PPBE activities for all DHA IT requirements, programs, and systems within the scope of responsibilities, including requests to transfer or reprogram funds and planned IT spending; participate, as a decision maker, in all aspects of the annual and multi-year PPBE processes and related reporting for IT resources.

b. Ensure DHA Directors, Markets, SSO, DHARs, Direct Support Intermediate Management Organization (DSiMO), Program Managers (PMs), MTF CIOs, OLB CIOs, and IT managers comply with their responsibilities, pursuant to section 2223 of reference (d) and in accordance with applicable DoD and DHA IT policy and law under the scope of the DHA CIO.

c. Assess, evaluate, and monitor the performance of DHA IT investments and advise the Director, DHA and DHA senior staff on IT investments under their purview, to include whether to continue, modify, or terminate such investments.

d. Develop, in conjunction with the DAD-FO and DAD for Acquisitions (DAD-A), a full and accurate accounting of DHA IT expenditures and related expenses to ensure IT resources are distinctly identified and separated from non-IT resources during the planning, programming, and budgeting processes in a manner that affords the CIO, Markets, SSO, DHARs, and MTF CIOs/Resource Managers (RMs), OLB CIOs/RMs, and IT managers appropriate visibility and specificity to provide effective management and oversight of IT resources.

7. <u>DIVISION CHIEF, PRMD</u>. The Division Chief, PRMD, must:

a. Provide Portfolio Management oversight, capability and investment management, and methodologies to prioritize and provide resourcing recommendations for IT across the MHS enterprise.

b. Assign personnel to facilitate information collection, prioritize methodologies, develop, and recommend courses of action for making DHP-IT investment decisions, and support the decision-making process for MHS IT Portfolio Management.

c. Manage the investment inventory and facilitate reporting for all DHP-funded MHS systems and networks/enclaves in the Department of Defense Information Technology Portfolio Repository (DITPR).

d. Assign personnel to orchestrate PPBE activities for DHP-IT investments, Defense Business System Certifications (DBSCs), UFRs, governance approval process, budget formulation to include Budget Presentation and Justification as well as Financial Reporting and Analytics, and POM submissions to include Issue Papers, BCPs, and Internal Realignments.

e. Manage annual submission of the DHP IT BES and PB submission into the SNaP-IT database in accordance with reference (e). Work cooperatively with the DAD-FO to ensure consistency with IT budget schedules and exhibits submitted to Office of the Under Secretary of Defense, Comptroller.

f. Submit any new IT requirements into MHS Request Submissions Portal for validation/funding.

8. <u>CHIEF, MARKET TECHNOLOGY INTEGRATION OFFICE (MTIO); DSiMO DIRECTOR; OR APPROVED DESIGNEE; AND RESPECTIVE MTIO BRANCHES OR GEOGRAPHIC SUPPORT LEADS (GSLs)</u>. The Chief, MTIO, DSiMO Director or approved designee and respective MTIO branches or GSLs must:

a. Function as the Single Point-of-Accountability for the satisfactory delivery of all DHA DAD-IO shared services to the supported MTFs and OLBs.

b. Collect, collate, and disseminate information and data, as necessary, to support DAD-IO and MTF investment management requirements.

c. Assign primary POCs and identify other personnel for DAD-IO interface, as necessary, to assist with budget justification development, DBSCs, UFRs, governance approval process, rationalization activities, and other investment management requirements.

d. Advocate on behalf of the MTFs regarding budget requirements, emergent UFRs, IT shortfalls, and any other IT requests.

9. <u>MARKET, SSO, AND DHAR DIRECTORS, DSiMO DIRECTORS OR APPROVED DESIGNEES</u>. The Market, SSO, and DHAR Directors, DSiMO Directors or approved designees must:

a. Communicate information to their respective MTFs, clinics, and OLBs, and refer questions to the MTIO, who will perform reach-back to the DAD-IO for issue or problem resolution.

b. Provide requirements and input for funding and expenditures as directed on all IT projects, programs, services, and personnel supporting the DAD-IO investment inventory. This includes activities associated with local IT at MTFs under the DHA DAD-IO's purview, excluding ACQ programs (e.g., ACQ Category, Business System Category, Service ACQ Category).

c. Support the PPBE process and distribute IT funds from DAD-FO to the supported MTFs.

d. Identify and maintain MTF and OLB fund codes for funding distribution.

e. Validate and pre-approve MTF IT UFR request packages prior to the MHS Request Submissions Portal submission; ensure packages are accurate, complete, and adhere to governance approval processes. (For more information on the UFR validation and pre-approval process, go to MHS Request Submissions Portal home page at: https://mhsrsp.army.mil/.

10. <u>DHA AND DiSMO MTF CIOs, OLB CIOs, AND IT PMs</u>. DHA and DiSMO MTF CIOs, OLB CIOs, and IT PMs must:

a. Coordinate with local resource management to submit, maintain, and regularly validate an itemized IT Spend Plan that accounts for all personnel and funds expended on IT.

b. Ensure funding sources for all IT requirements are accurately identified in Ektropy across the FYDP to include source, type, cost element and BAG for inclusion in the DHA IT portfolio.

c. Ensure fund requests for procurement actions over $250K annually, all unplanned and unbudgeted requests (even if funding is known to be available), and all unfunded requirements follow all published MHS Governance, Resource Management, and DAD-IO guidance and processes.

d. Identify IT requirements with ongoing sustainment needs and plan for future programming of IT sustainment requirements through the POM process.

e. Submit copies of local contracts to dha.ncr.j-6.mbx.acquisitions-management-support@mail.mil so it can be entered in Ektropy and mapped to the appropriate Spend Plan Line Item.

ENCLOSURE 3

PROCEDURES

1. IT BUDGET FORMULATION

a. General. The DoD sends the Defense Planning Guidance to the Military Services and Defense Agencies triggering the fiscal process. Following Reference (f) and abiding by various laws enacted by Congress, the organization will produce a series of documents that plan not only for the current year, but across a 5-year period known as the FYDP. In the DoD, the PPBE process consists of four phases that eventually materializes into an approved budget. This process enhances financial stewardship of DHP IT resources by managing the preparation, submission, and justification of the DHP IT BES and the PB.

(1) The approved budget profile becomes part of the PB, barring any changes due to Congressional additions/reductions and Resource Management Decisions.

(2) The approved budget profile established for the MTF or OLB becomes the Starting Control that will be used in the organization's IT Spend Plan.

b. DHA or DSiMO IT PMs, RMs, Directorates, Market, SSO, DHARs, MTFs, and OLBs

(1) Establish and justify an approved budget profile as determined by the POM and BES processes during the programming and budgeting stage.

(2) Enter IT budget requirements across the FYDP into Ektropy. Guidance for entering IT Spend Plan data into Ektropy is located on the DHA Health.mil site at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/Overview.aspx.

(3) Respond to requests for information and data collections in support of any DHP IT planning, programming, and budgeting activities required to prepare, submit, and/or justify the DHP-IT BES and the PB.

c. PRMD

(1) Develops MHS IT POM guidance and timelines to assist DAD-IO, Markets, SSO, DHARs, DSiMOs, GSLs, MTFs and OLBs with POM submissions in accordance with DAD-FO guidance. In the absence of DAD-FO guidance, previous trended timelines will be used to establish the suspense associated with required activities. (See DAD-FO DHA Health.mil site at: https://info.health.mil/bus/Pages/Home.aspx for POM guidance.)

(2) Disseminates POM guidance and taskers to respective DAD-IO Divisions and Markets/SSO/DHARs/DSiMOs for GSL/MTF/OLB coordination to ensure adherence with the DHA POM schedule.

(3) Confirms with DAD-IO Divisions and Markets/SSO/DHARs/DSiMOs for GSL/MTF coordination to ensure all IT financial requirements have been included within Ektropy down to the MTF level in accordance with established POM timelines. MTF IT requirements will be vectored by the GSL/Market/SSO/DHAR structure as appropriate, adjudicated by DAD-IO, and finalized through the MHS Governance structure for POM consideration as required.

(4) Socializes the DAD-IO adjudicated MHS IT POM position to DAD-IO Divisions, Markets, SSO, DHARs, and DSiMOs for GSL/MTF coordination.

(5) Coordinates BCPs, Issue Papers, Memorandums of Agreement, and realignment activities in accordance with DAD-FO timelines to support adjudicated MHS IT POM requests. All A&M/FO templates will be utilized as appropriate.

(6) Provides baseline funding profile information to DAD-IO and Markets/SSO/DHARs/ Services for GSL/MTF coordination as the basis for the next budget submission. The budget submission is inclusive of approved POM funding adjustments.

(7) Provides POM out-brief to MHS IT Stakeholders for final POM position to include a summary of all MHS IT adjustments.

(8) Ensures the DAD-IO IT Spend Plan reflects the most up-to-date Top-Line controls for appropriate Spend Plan management down to the MTF level.

(9) Ensures all IT funding initiatives are accurately registered in the official DoD IT budget database, SNaP-IT, and DHA IT budget submission resources are within PE controls as submitted by the DHA DAD-FO via Comptroller Information System/Program Resource Collection Process.

(10) Extracts funding profiles from Ektropy across the FYDP ensuring compliance with the latest DoD CIO IT budget guidance (e.g., reporting IT resources by Unique Investment Identifier, Investment Stage, Appropriation, Program Element (PE), Function, Category of Expense). Funding profiles are based on approved, funded POM prioritized requirements.

(11) Collects, reviews and consolidates BES and PB input and supporting documentation (e.g., Ex300 details), as appropriate, to validate budget submission resources are within PE controls as submitted by DHA DAD-FO via Comptroller Information System/Program Resource Collection Process and submits into the SNaP-IT by DoD CIO deadlines.

(12) Tracks and submits required monthly and quarterly updates for the Office of Management and Budget IT Dashboard and Federal Information Technology Acquisition Reform Act requirements associated with Major IT Investments.

2. DITPR SYSTEM INVENTORY MANAGEMENT AND REPORTING

a. General. The DITPR contains the official inventory of all DoD IT investments to include those funded by the DHP. DHA establishes the overarching procedures for the inventory management, registration, and reporting of DHP-funded systems using the DITPR in compliance with applicable DoD Directives (a), (b) and (g). Pursuant the DHA procedures detailed in reference (i), summarized below, all DHP-funded IT investments must be registered in DITPR through DHA to include DHP-funded information systems residing in the Service line organization.

b. DHA, DSiMOs, and MTF IT PMs and System Managers (SM)

(1) Initiates the SNaP-IT and the DITPR registration process for the applicable IT investment by completing DHA Form 106, Request For A New Defense Information Technology Portfolio Repository Record. Applicable IT investments are of four major types:

(a) Functional application systems (including DBSs)

(b) Infrastructure (including networks, enclaves, and network management systems)

(c) Platform IT systems (including medical device systems)

(d) Industrial control/supervisory control and data acquisition (ACQ) systems (including badge entry systems and climate control systems)

(e) If there is uncertainty as to whether the IT investment requires registration, clarification and guidance will be requested from the DHA System Inventory team. Refer to reference (i) for detailed system registration procedures and considerations and the DHA System Inventory/DBSC Health.mil site located at: https://info.health.mil/hit/portfolio/invest/sysinvdbscert/Pages/SysInvMgt.aspx for additional information, guidance, templates, and resources.

(2) Completes administrative/training requirements and forms required to establish a DITPR account in accordance with reference (i).

(3) Completes remaining sections for a newly established DITPR record.

(4) Enters, maintains, and ensures the completeness, accuracy, and currency of all data in the DITPR record(s) for the system(s) for which he/she is responsible.

(5) Attests to the accuracy, completeness, and currency of the DITPR data by signing a memoranda as requested at various times by the DoD CIO or Defense Chief Management Office or appropriate DoD official once determined (see Reference (l)). Per Reference (l), the Chief Management Officer has been disestablished and duties and responsibilities that were previously

assigned to the Office of the Chief Management Officer are being reassigned to an official of the Department. These sections will be updated with the appropriate DoD official(s) once determined.

(6) Performs appropriate updates to the DITPR record when notified of a data quality issue(s).

(7) Interact with the SMEs, when notified of inaccurate or inconsistent data, to negotiate the corrective data entries to be made by the PM/SM.

c. <u>DHA SMEs</u>. The SMEs, as identified by DHA Staff Directors and detailed in reference (i) and briefly summarized below, will:

(1) Complete administrative/training requirements and forms required to establish a DITPR account in accordance with reference (i).

(2) Review DITPR records, entered by the PM/SM, that fall within the assigned area of responsibility on a recurring periodic (e.g., monthly, quarterly) basis as determined by the SME, depending on the volatility of the data being reviewed. At minimum, all data must be reviewed at least annually in accordance with reference (i).

(3) Interact directly with the PM/SM staff regarding inaccurate or inconsistent data to negotiate corrective data entries to be made by the PM/SM.

d. <u>PRMD</u>

(1) Only the PRMD DITPR System Inventory representatives are authorized to create and archive DHP-funded system records in the DITPR.

(2) Reviews, approves, establishes, and manages all DITPR user accounts for DHP-funded components.

(3) Enters the data from DHA Form 106, to create a DITPR record and contacts the IT Program Manager to complete remaining sections of the DITPR record.

(4) Performs DITPR data quality checks, responds to the DoD CIO DITPR team data quality check issues, and notifies the PM/SM when data quality issues are identified, and the PM staff performs appropriate updates in DITPR.

3. <u>DEFENSE BUSINESS CERTIFICATION (DBSC)</u>

a. <u>General</u>. The DoD spends billions of dollars each year to acquire fundamental modernized systems to accomplish its business transformation goals. Systems that address key areas such as personnel, financial management, health care, and logistics, are fundamental to

accomplishing business transformation goals. It is imperative that the DoD continues to reform its business practices, improve its business operations performance, and improve efficiencies that lead to the fulfillment of Secretary of Defense's and Agency's Strategic Plan. The DBSC is a process that supports this goal and is detailed in Reference (e) and also located on the DBSC health.mil website: https://info.health.mil/hit/portfolio/Pages/OEP_Homepage.aspx. Reference (e) as well as reference (g) detail DBS (Defense Business System) as an information system that is operated by, for, or on behalf of the DoD. A DBS includes but is not limited to a financial system, a financial data feeder system, a contracting system, a logistics system, a planning and budgeting system, an installations management system, a human resources management system or a training and readiness system. DBSs are covered by Reference (f) which describes a process called the Business Capability Acquisition Cycle (BCAC). Per reference (h), DBS that meet Major Automated Information System thresholds will follow the requirements of Reference (f).

    b. <u>DHA, DSiMO, and MTF IT PMs and SMs</u>

        (1) Comply with detailed DBS certification procedures found in reference (i).

        (2) Submit DBS certification package, as required, to the designated DBSC representative. Reference information to include guidance, templates, and resources can be located on the DHA Organizational Execution Plan (OEP) DBSC Health.mil site located at: https://info.health.mil/hit/portfolio/Pages/OEP_Homepage.aspx. The following artifacts are required to be contained in this submission package:

            (a OEP brief.

            (b) Business Process Reengineering documentation.

            (c) Funding Letter for Out-of-Cycle submissions for funding not shown in the PB for that fiscal year. The funding letter explains where this funding is coming from by PEs and is signed by a Service/Agency comptroller representative. If the IT system being requested is managed external to the DAD-IO, the funding letter must be signed by a Senior Executive Service or Flag level officer.

            (d) Assertion Letter and Attachment for OEP submissions.

            (e) Screenshot of the DITPR General Information front page.

            (f) If the system requires certification of Development/Modernization funding, the appropriate BCAC documentation must be established and approved by the Office of Chief Management Officer (OCMO) or appropriate DoD official once determined per Reference (l). This will include the development of a Capabilities Requirements Document.

        (3) Coordinates alignment with Enterprise Architecture. Information regarding accomplishing this is located at the DHA OEP AE Health.mil site located at: https://info.health.mil/hit/portfolio/SitePages/OEP_ArchSub.aspx.

c. <u>PRMD</u>

(1) Validates the DITPR records are complete and current.

(2) Prepares the DHA Certification Package.

(3) Reviews, edits, and coordinates the Certification Package through the appropriate DHA staff which include the PRMD Chief Operating Officer, PRMD Chief, DHA Office of the General Counsel, DHA Comptroller, Deputy Assistant Secretary of Defense, Human Resources Management and Policy Health Affairs, DAD-IO, DHA Deputy CIO, DHA Chief of Staff, and the DHA Deputy Director as well as the OCMO staff or appropriate DoD official once determined per Reference (l), as appropriate.

(4) Responds to questions and comments from Deputy Assistant Secretary of Defense Human Resources Management and Policy Health Affairs, OCMO or appropriate DoD official once determined per Reference (l), DHA Leadership, Markets, SSO, DHARs, DSiMOs, MTFs and IT PMs.

(5) Submits certification package to OCMO or appropriate DoD official once determined per Reference (l), or DHA DAD-IO, as applicable.

d. <u>OCMO or appropriate DoD official once determined per Reference (l)</u>

(1) Applies to IT Defense Business Systems (DBS) governed by References (d) section 2222 and (g).

(2) Generates an Investment Decision Memorandum. This memorandum will approve the certification request, approve with conditions, or disapprove the request.

(3) Validates Alignment with Enterprise Architecture.

(4) Validate existence of approved OCMO or appropriate DoD official once determined per Reference (l) BCAC Capabilities Requirements Document and documentation if the system requires certification of Development/Modernization funding.

4. <u>IT BUSINESS STRATEGY AND RATIONALIZATION</u>

a. <u>General</u>. PRMD plays a decisive role in the DAD-IO ACQ strategy beginning with the "Statement of Need" through contract vehicle selection. To meet legal and regulatory obligations set forth in Reference (j), PRMD provides contract development, administration support, database management, invoice management, and contract review coordination. PRMD employs a sound, regulatory approach to address contract formation while awarding contracts, defending protests, enforcing standards of conduct, limiting governmental liability, and resolving disputes. In addition, PRMD recommend administrative and judicial methods of resolution for

procurement and contract disputes. Additionally, PRMD provides contract management and rationalization support by maintaining information on all Enterprise IM and IT contracts. By identifying issues as early as possible and facilitating resolutions, PRMD works directly with Contracting Officer's Representatives (CORs), Contracting Offices, Component Acquisition Executive (CAE), and DAD-A to ensure there are no gaps in services in contracted support.

   b. Non-personal Services Contracts Procedures

     (1) <u>MTFs or OLBs (CIOs, IT Service Staff, and RMs)</u>

      (a) Coordinate with IT Business Strategy and Rationalization on all IT non-personal services above the Simplified Acquisition Threshold, currently set at $250K.

      (b) Coordinate to prepare and submit DHA Form 67, DHA Service Contract Approval Request (DSCAR) for IT related non-personal service contracts above the Simplified Acquisition Threshold. Expectation is DHA Form 67 is submitted at least 6 months from new and/or recompete anticipated award date. Submit DHA Form 67 to the following group email: dha.ncr.j-6.mbx.acquisitions-management-support@mail.mil.

      (c) Review the contract module in Ektropy to ensure contract data is accurate.

     (2) <u>Markets, SSO, DHARs, and DSiMOs</u>

      (a) Coordinate and support respective MTFs or OLBs in the processing of IT-related non-personal service contracts.

      (b) Perform compliance and quality reviews of MTF IT DHA Form 67 submissions and validate Ektropy contract module is accurate.

     (3) <u>PRMD</u>

      (a) Provides DAD-IO Contracts Administration Support.

       <u>1</u>. Serves as the DAD-IO liaison to DAD-A, CAE, and other DADs providing oversight and reporting of DAD-IO contracts.

       <u>2</u>. Coordinates contract reviews across DAD-IO.

       <u>3</u>. Maintains the DAD-IO Contracts Database and prepares monthly contract-related reports for DAD-IO internal and external customers.

(b) The DHA DAD-IO Contracts Repository utilizing the Ektropy platform, contains all pertinent information for the DAD-IO division's contracts. Ektropy is cross-referenced to validate contracting data to manage the DHA DAD-IO Contracts Repository in Ektropy. The data is collected and maintained continuously and includes, but is not limited to the following information:

1. New contract awards.

2. Exercised Option periods.

3. Contract modifications.

4. New task order issuances.

5. Contract expiration/termination dates.

(c) Provides DAD-IO Invoice Management by serving as the DAD-IO liaison for CAE to provide oversight and reporting. As liaison, PRMD provides oversight and reporting for DAD-IO invoices to prevent and minimize DAD-IO interest payments and notifies DAD-IO CORs of pending invoices weekly.

(d) Provides DAD-IO Contracts Review Coordination by serving as the lead to coordinate with DAD-A&M, DAD-A, and DAD-FO directorates as well as DAD-IO divisions for internal and external Contracts Review.

(e) Serves as the "gate-keeper" of the DHA IT Service Contract Approval Request (DSCAR) process and the monthly DAD-IO Contract Parade.

(f) Acts as the focal point for all DHA IT non-personal Contracts. Submit correspondence to the following group email: dha.ncr.j-6.mbx.acquisitions-management-support@mail.mil.

(4) PRMD CORs

(a) Submit DAD-IO contract packages into the Requirements Development Customer Portal in order to be released to the Acquisition Planning Support Office. The Acquisition Planning Support Office releases to internal and external DHA Contract Agencies for awards and exercises options of existing DHA IT Contracts.

(b) Serve as the communication liaison between the agency, contracting offices, and commercial vendor.

(c) Develop DAD-IO IT Contracts and convert DAD-IO customer requirements into ACQ packages for submission to internal and external DHA Contracting Offices.

(d) Manage the development and maintenance of DAD-IO contract documentation.

(e) Compile and maintain DAD-IO contract reports to safeguard the interests of the Government in its contractual relationships and for audit readiness.

(f) Administer and monitor the contractors' progress in performing tasks and approves payment of invoices.

5. <u>IT SPEND PLAN</u>

a. General. The IT Spend Plan functions as a central repository of all reported IT funded and unfunded investments. It is designed to orchestrate the planning, funds allocation, funds distribution, budget execution, internal control, oversight, and management of IT spending for every activity that utilizes DHP IT funds. DAD-IO requires existing IT requirements and expenditures, regardless of BAG, be identified and included in the IT Spend Plan and entered in Ektropy. Ektropy information is located on the DAD-IO MTF ToolKit website at: https://info.health.mil/hit/Pages/toolKit.aspx and additional IT Spend Plan information is found under the Spend Plan Module Documents located on Health.mil at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

b. <u>DHA or DSiMO MTF or OLB CIOs, IT Service Staff, and RMs</u>

(1) Coordinate to prepare, maintain and update IT Spend Plans.

(2) Enter all IT personnel and IT-related expenditures, regardless of BAG, across the FYDP in the Spend Plan Module (Civilian Pay is loaded by DAD-IO PRMD staff).

(3) CIOs review, validate, and certify data within Ektropy monthly.

c. <u>Markets, SSO, DHARs, and DSiMO Directors or approved designee</u>

(1) Assign POCs and other personnel for DHA HQ interface for IT Spend Plans, UFRs, and other funding exercises.

(2) Perform compliance and quality reviews of MTF IT Spend Plan and manpower entries.

d. <u>PRMD</u>

(1) Establishes, publishes and updates IT Spend Plan detailed business rules, procedures and guidance located in the DAD-IO MTF Toolkit located on SharePoint at: https://info.health.mil/hit/Pages/toolKit.aspx.

(2) Trains MTF, GSL, DSiMO PMs and RMs on IT Spend Plan Process. Ektropy IT Spend Plan training is located on SharePoint at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

(3) Reviews and performs quality checks of IT Spend Plan, and IT manpower data submitted in Ektropy by Markets, SSO, DHARs, GSLs, and DSiMOs.

(4) Provides oversight of MTF IT and non-DAD-IO IT spending and ensures internal controls are in place for execution of funds.

(5) Manages and validates the data entered in Ektropy for IT enterprise initiatives, personnel, and DAD-IO contracts.

(6) Provides routine and ad-hoc analytical support based on the data available in the DAD-IO Ektropy.

(7) Analyzes consolidated IT Spend Plan data to identify opportunities for efficiencies and standardization.

(8) Collaborates with ACQ, Manpower and Financial Operations functions to ensure completeness and consistency of data across Ektropy modules.

(9) Validates the mapping of civilian positions to the IT Spend Plan line items.

(10) Civilian Pay is loaded by DAD-IO PRMD staff following the procedures outlined in the Ektropy Functional Desk Reference located on SharePoint at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

(11) Prepares incoming/outgoing IT Funds Authorization Document requests.

6. <u>BUDGET EXECUTION</u>

a. <u>General</u>. PRMD manages the execution of DHA Enterprise DHP BAG 4 funds, advises leadership and reports on the status of DHP IT funding execution across various appropriations and multiple fiscal years. Budget execution oversight ensures internal controls are in place in the execution of funds enabling DAD-IO leadership to make informed decisions and justify associated resources by providing the overall structure, process, and discipline required to effectively manage and oversee the budget. PRMD allocates and distributes, manages cost accounts, prepares incoming/outgoing Funds Authorization Documents requests, and develops obligation plans for DAD-IO Enterprise funding. While PRMD is not responsible for managing the execution of funds related to IT ACQ programs (e.g., ACQ Category, Business System Category, Service ACQ Category), the respective IT ACQ program PMs are responsible.

Division PMs are responsible for cost, schedule, and performance of their programs and overall funding execution. Utilizing this disciplined approach, leadership is able to determine early if there is an existing enterprise capability necessitating planned resourcing.

    b. <u>IT UFRs</u>

      (1) <u>DHA ADs/DADs/Divisions, DSiMO, MTFs CIOs and Responsible Organizational IT Managers</u>

        (a) Enter and perform monthly validation and certification, in coordination with the RM in the DAD-IO Ektropy in accordance with:

          <u>1</u>. DAD-IO guidance to CIOs located in the IO MTF ToolKit on health.mil: https://info.health.mil/hit/Pages/toolKit.aspx.

          <u>2</u>. Ektropy Functional Desk Reference located on SharePoint at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

        (b) Review IT UFR requests to:

          <u>1</u>. Investigate whether existing enterprise solutions can meet the requirement.

          <u>2</u>. Identify offsets.

      (2) PRMD: Provides DAD-IO management support for IT UFRs by serving as the DAD-IO liaison for oversight, process development and reporting for DHP funded IT UFRs.

      (3) IT UFR Requester:

        (a) Works with the CIO to ensure existing IT requirements and expenditures are accurately entered in Ektropy and UFRs for existing services are properly identified. Detailed processes are outlined in the Ektropy Functional Desk Reference located on Health.mil at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

        (b) Research existing funded solutions to determine if any can meet the requirement.

        (c) Request funding for IT UFRs following guidance as outlined in:

          <u>1</u>. DAD-IO guidance to CIOs located in the IO MTF ToolKit on health.mil: https://info.health.mil/hit/Pages/toolKit.aspx.

          <u>2</u>. Ektropy Functional Desk Reference located on SharePoint at: https://info.health.mil/dhss/home/PSB/ektropy/Pages/train.aspx.

3. MHS Request Submissions Portal procedures in accordance with reference (k) and detailed in the business rules and processes located on the MHS Requirements Management Knowledge Exchange website:
https://info.health.mil/sites/stratp/imd/RqmtsMgmtPortal/SitePages/Home.aspx.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A&M	Office of Administration and Management
ACQ	Acquisition
AD	Assistant Director
BAG	Budget Activity Group
BCAC	Business Capability Acquisition Cycle
BCP	Budget Change Proposal
BES	Budget Estimate Submission
CAE	Component Acquisition Executive
CIO	Chief Information Officer
COR	Contracting Officer's Representative
DAD	Deputy Assistant Director
DAD-A	Deputy Assistant Director, Acquisitions
DBS	Defense Business Systems
DBSC	Defense Business System Certification
DHA	Defense Health Agency
DHA-PI	Defense Health Agency-Procedural Instruction
DHAR	Defense Health Agency Region
DHP	Defense Health Program
DITPR	Department of Defense Information Technology Portfolio Repository
DSCAR	DHA Service Contract Approval Request
DSiMO	Direct Support Intermediate Management Organization
FO	Financial Operations
FYDP	Future Year Defense Program
GSL	Geographic Support Lead
IO	Information Operations
IM	Information Management
IT	Information Technology
MHS	Military Health System
MTF	Military Medical Treatment Facility
MTIO	Market Technology Integration Office
OCMO	Office of the Chief Management Office
OEP	Organizational Execution Plan

OLB   other lines-of-business

PB   President's Budget
PE   program element
PI   procedural instruction
PM   program manager
POC   point of contact
POM   Program Objective Memorandum
PPBE   Planning, Programming, Budgeting and Execution
PRMD   Portfolio & Resource Management Division

RM   Resource Manager

SM   system manager
SME   Subject Matter Expert
SNaP-IT   Select & Native Programming Data Input System for Information Technology
SSO   Small Market and Stand-Alone Medical Treatment Facility Organization

UFR   Unfunded Requirements

PART II. DEFINITIONS

<u>AD</u>. AD or Functional Champion is a senior leader within DHA who provides guidance, resources, and entrepreneurially power to enhance program success.

<u>DAD</u>. DAD or Functional Sponsor/Proponent is a senior leader that represents a DHA directorate with Joint Capability Area responsibility seeking to improve mission performance.

<u>DHP</u>. The specific DoD appropriation which funds the MHS' equipment, services, and personnel.

<u>DSiMO</u>. Existing organizations which assist with span of control in the management and administration of MTFs during the MHS transition established through Direct Support agreements with the Military Departments and DHA.

<u>IT</u>. Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (g) requires the use of such equipment or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Market. A group of MTFs that operate as a system sharing patients, providers, functions, and budgets, across facilities in order to improve the delivery and coordination of health services to drive value for beneficiaries.

Offset. An amount that diminishes or balances the effect of a contrary one.

OLB. Community-oriented or specialized healthcare centers that may or may not be supported by a "Parent" MTF such as Public Health Command sites classified individually as Public Health Clinics, Occupational Health Clinics, and Veterinary Clinics, or non-clinical facilities that do not directly support patient health care delivery but support, train, or educate the healthcare providers who do such as Medical Logistics Facilities, Medical Education and Training, Medical Research and Development, Defense Health Headquarters, Service Medical Headquarters and Support Activities (non-Clinical), as well as others not accounted for in Defense Medical Information.

POM. A recommendation from the Services and Defense Agencies to the OSD concerning how they plan to allocate resources (funding) for a program(s) to meet the Service Program Guidance and Defense Planning Guidance.

Portfolio. A portfolio is a collection of specific capabilities, resources, publications, tools, and related investments that are required to accomplish a mission or administrative outcome. A portfolio includes outcome performance measures and a preliminary expected return on investment estimate.

Requester. A representative from an MHS Organization who identifies a capability gap/problem, possess a Common Access Card, and is given access to submit requests to the MHS Request Submissions Portal.

Requirement. A request that has been reviewed and accepted by the DAD as a need or demand for personnel, equipment, facilities, other resources, or services, by specified quantities for specific periods of time or at a specified time.

Services. Air Force Medical Service, Army Medical Command, and Navy Bureau of Medicine or their readiness replacement supporting their respective service line.

Spend Plan. Plans to support a DoD entity's financial activity (obligations and expenditures) using funds appropriated by Congress.

UFR. A program need that is not included and funded in the annual program execution plan.