



Defense Health Agency

PROCEDURAL INSTRUCTION

NUMBER 8160.01
May 13, 2019

DADIO

SUBJECT: Defense Health Program (DHP) System Inventory Management and Reporting

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Procedural Instruction (DHA-PI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (m), establishes the Defense Health Agency's (DHA) overarching guidance to implement the policies and procedures for the DHP-funded systems inventory management, registration, and reporting using the Defense Information Technology Portfolio Repository (DITPR).

2. **APPLICABILITY.** This DHA-PI applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD, (referred to collectively in this DHA-PI as the "DoD Components"), that acquire, manage, or operate information systems (IS) funded with DHP funds.

3. **POLICY IMPLEMENTATION.** It is DHA's instruction, pursuant to References (d) through (j), that:
 - a. All operational IS and IS acquisition programs (with a signed Acquisition Decision Memorandum reflecting the decision to acquire an IS), must be registered in the DITPR. The four major types of IS are functional application systems (including the Defense Business System (DBS)), infrastructure (e.g., networks, enclaves, and network management systems), Platform Information Technology (PIT) systems (e.g., medical device systems), and the Industrial Control System (ICS)/Supervisory Control and Data Acquisition (SCADA) systems (e.g., badge entry systems and climate control systems). The Program Manager (PM)/System Manager (SM) initiates the DITPR registration process, through applicable chain-of-command, and is responsible for maintaining the completeness, accuracy, and currency of the DITPR record.

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b. The DITPR contains the official inventory of all DoD IS, including those funded by the DHP. All DHP-funded IS acquisition programs and operational IS will be entered in the DITPR in accordance with References (d) through (m). DHP-funded IS will be registered in DITPR through DHA (to include DHP-funded IS residing in the Service line organization), not through the Service line organizations.

c. All DHP-funded DBS will be registered in the DoD Budget systems (e.g., Select and Native Programming Data Input System for Information Technology (SNaP-IT)) and the DITPR by DHA/Deputy Assistant Director Information Operations (DAD IO)/Portfolio and Resource Management Division (PRMD)/Investment Management Branch (IMB) /Budget Formulation Section prior to entry into the DITPR. In accordance with Reference (g), no DBSs will be entered as Family of Systems, System of Systems, group of systems, or bundle of systems (i.e., each DBS is a single initiative).

d. Only the DHA/DADIO/PRMD/IMB/System Inventory Management and Reporting/DBS Certification Section (SI/DBC) is authorized to create and archive DHP-funded system records in the DITPR. No other person is authorized to create or archive DHA system records in the DITPR.

e. The DHA/ DADIO/PRMD/IMB/SI/DBC Section enters the minimum data required to create a DITPR record (as listed on DHA Form 106, Request for New Defense Information Technology Portfolio Repository). The PM/SM (or his/her staff), of the system being registered, enters the remaining data required to complete the DITPR record.

f. For DITPR data management and audit purposes, DHA employs the concepts of tiered accountability and reasonable assurance for data accuracy and completeness, as well as the completeness of the systems inventory, and for the alignment of the data to other systems and programs. This means that the PM/SM is responsible for requesting the DITPR registration, for ensuring the data entered into DITPR and other systems is aligned and for maintaining accurate, complete, and current data in the DITPR records for the systems for which he/she is responsible. The PM/SM is required to sign memoranda at various times (as requested by the DoD Chief Information Officer (CIO) or Defense Chief Management Office, annually for DBS Certifications) attesting to the accuracy, completeness, and currency of the DITPR data. The PM/SM may be required to work through any applicable chain-of-command.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This DHA-PI is available on the Internet from the Health.mil site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. 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 DHA-PI 5025.01 (Reference (c)).

8. FORMS

- a. DD Form 2875, System Authorization Access Request can be found on the internet at <https://www.esd.whs.mil/directives/forms/>.
- b. DHA Form 106, Request For A New Defense Information Technology Portfolio Repository Record, can be found on the internet at https://info.health.mil/cos/admin/DHA_Forms_Management/SitePages/Home.aspx.
- c. DHA Form 49, DHA Contractor Non- Disclosure Agreement, can be found on the internet at https://info.health.mil/cos/admin/DHA_Forms_Management/SitePages/Home.aspx.



R. C. BONO
WADM, MC, USN
Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Appendices

1. Memo to Request to Archive a Defense Information Technology Portfolio Repository

Record

Glossary

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) DoD Chief Information Officer, “Department of Defense (DoD) Information Technology (IT) Portfolio Repository (DITPR) Guidance,” May 2018¹¹
- (e) DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014
- (f) Defense Chief Management Office Memorandum, “Defense Business Systems Investment Management Process Guidance,” June 26, 2018
- (g) DoD Financial Management Regulation 7000.14-R, June 2011, as amended
- (h) United States Code, Title 40, Section 1401, Subtitle III, (formerly Clinger-Cohen Act of 1996), February 10, 1996
- (i) DoD Instruction 5000.02, “Operation of the Defense Acquisition System,” January 7, 2015, as amended
- (j) United States Code, Title 10, Section 2222(i)
- (k) DoD Directive 8000.01, “Management of the Department of Defense Information Enterprise (DoD IE),” March 17, 2016, as amended
- (l) DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” March 12, 2014, as amended
- (m) Committee on National Security Systems Instructions No. 4009, “Committee on National Security Systems (CNSS) Glossary,” April 6, 2015

¹ This reference can be obtained on the System Inventory SharePoint Page at: <https://info.health.mil>

ENCLOSURE 2

RESPONSIBILITIES

1. 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 DoD policies and issuances listed in Enclosure 1, the Director, DHA, will provide oversight for the DHA's use of the DITPR.

2. STAFF DIRECTORS, DHA. The Staff Directors, DHA, will:

a. Manage the systems inventory management and reporting for all DHP-funded systems, which meet the criteria in Reference (d), and in accordance with References (d) through (g), and Reference (1).

b. Assign Subject Matter Experts (SMEs) to review the data items on every record that fall within their area of responsibility (i.e., the DAD IO Chief of Cybersecurity assigns an SME who reviews the Federal Information System Management Act data for all systems), and notify the SI team when SMEs are changed.

c. The list of required SMEs and their organizations is as follows:

(1) Acquisition Category/Lifecycle Phases – DAD Acquisition

(2) Cybersecurity (Federal Information Security Management Act, E-Authentication, Host Base Security System, public key infrastructure) – DAD IO/Cybersecurity Division

(3) Privacy Impact Assessment/Privacy Act –DAD Administration and Management/Privacy and Civil Liberties Office

(4) Standard Financial Information Structure – DAD Administration and Management/ DHP Audit Division

(5) Infrastructure (Hosting Environment/Data Center, Internet Protocol Version 6) – DAD IO/Infrastructure and Operations Division

(6) Records Management – DAD Administration and Management/ Executive Services, Records Management Office

(7) Audits – DAD IO/ Business Operations/ External Relations and Performance Improvement/Congressional/Audit Management

(8) Medical Devices – Assistant Director Combat Support/ Medical Logistics/Healthcare Technology Management

3. CHIEF, SYSTEM INVENTORY MANAGEMENT AND REPORTING/DBS CERTIFICATION SECTION. The Chief, SI/DBC Section, will:

a. Define and manage the processes with regard to data management and data quality in the DITPR for DHP-funded systems. These processes include a variety of data quality checks and interactions with the DoD CIO DITPR team in response to their data quality checks. The DHA DITPR team notifies the PM when data quality issues are identified, and the PM staff performs appropriate updates in DITPR.

b. Create and archive all DITPR records for DHP-funded systems.

c. Interact with the DoD CIO DITPR team in regard to DITPR change requests and operational issues.

d. Review, approve and manage all DITPR accounts for DHP-funded components.

e. Interact with the DHA SMEs to provide individual DITPR training when requested by a SME, and SME review instructions and reminders.

4. INDIVIDUALS IN ORGANIZATIONS EXECUTING DHP FUNDING FOR IS. The individuals in organizations executing DHP funding for IS will fulfill the responsibilities for their specified role as delineated in the following paragraphs.

5. PM/SM. These responsibilities apply to the PM/SM of DHP-funded IT systems, regardless of the organization in which he/she is assigned. Working through any applicable chain-of-command, the PM/SM will:

a. Request registration of IS (e.g., networks, enclaves, and PIT systems) in DITPR. If the PM/SM is unsure as to whether the item he/she is managing/operating requires registration, clarification and guidance will be requested from the DHA System Inventory team.

b. Enter, maintain, and attest to the completeness and accuracy of the data in DITPR for those systems that fall under the scope of his/her responsibility.

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

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6. SMEs. The SMEs will:

a. Review the data items on every record, entered by the PM/SM, that fall within the assigned area of responsibility on a periodic (e.g., monthly, quarterly), basis and do it regularly on that periodic basis. This periodic basis is determined by the SME depending on the volatility of the data being reviewed. Some data elements may only be updated annually or over multiple years, and it would not make sense to review those on a monthly basis. All data must be reviewed at least annually, prior to the DHA Submission of the Organization Execution Plan to the Defense Chief Management Officer. The submission date of the DHA Organization Execution Plan is determined annually by the Defense Chief Management Officer, but usually occurs in the May timeframe.

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

7. DITPR ACCOUNT HOLDERS, AND THOSE WISHING TO OBTAIN DITPR ACCOUNTS. The DITPR account holders, and those wishing to obtain DITPR accounts, will:

a. Complete administrative/training requirements and submit all required completed forms as part of the request for an account to the DHA DITPR Account Administrator, and not to the DoD DITPR team directly. Procedures for registration are delineated in Paragraph 1.b.(2) below.

b. Abide by the DHA DITPR Rules of Behavior and this DHA-PI in their use of the DITPR account and data.

c. Notify the System Inventory Team of DITPR operational issues and submit DITPR System Change Requests to the System Inventory Team.

d. Notify the System Inventory Team when the account is no longer required. The points of contact (POCs) can be found on the System Inventory SharePoint page on the DHA Intranet site which can be found as follows: Go to: <https://info.health.mil>. On this site, highlight **Healthcare Administration**, then select **IO**, then select **Portfolio & Resource Management**, then select **Investment Management** from the list. On the Investment Management list, click on Sys Inv/DBS Cert. From the next page, select **System Inventory Management and Reporting**.

ENCLOSURE 3

PROCEDURES

1. DETERMINATION OF WHAT AND HOW TO REGISTER IN DITPR

a. Refer to all references in Enclosure 1

(1) The cited references explain policies from various DoD organizations requiring DITPR registration.

(2) All references are available on the IO SharePoint site and on the Systems Inventory Management and Reporting page which can be found as follows: Go to <https://info.health.mil/>. On this site, highlight **Healthcare Administration**, then select **IO**, then select **Portfolio & Resource Management**, then select **Investment Management** from the list. On the Investment Management list, click on Sys Inv/DBS Cert. From the next page, select **System Inventory Management and Reporting**.

(3) DHA, DAD IO, registers the IT systems, networks, enclaves, PIT systems, ICS/SCADA systems in DITPR that are purchased, installed, and managed by DHA, DAD IO.

(4) Any hardware, software, networks, devices, PIT systems, and ICS/SCADA systems, which are not purchased, installed or managed by DHA, DAD IO, will be registered by the manager/operator of the facility or DHA Directorate by/in which the systems are purchased/operating. This includes any unique systems purchased with DHP funding that are purchased locally, regionally, or by a Service, and are not part of a DHA purchased, installed, and managed system. (Procedures for registration are delineated in paragraph 2 of this enclosure.)

(5) Systems funded with other than DHP funding will be registered through the organization which funded them, not through DHA.

(6) The manager/operator should first determine if the item considered for registration meets the definitions per the references. **Note:** Reference (e), specifically, excludes general purpose office automation (e.g., Microsoft Word, Excel and Access), and underlying infrastructure tools (e.g., database management systems (DBMSs)), from DITPR reporting, but does not exclude the functional applications that are developed using these tools from DITPR reporting.

(7) If the manager/operator cannot determine if an item meet the definitions per the references, please contact the Systems Inventory Management and Reporting/DBS Certification Section, DAD IO. Current POCs can be obtained on the DHP System Inventory Management and Reporting SharePoint page at: <https://info.health.mil/>, then highlighting/selecting the following in subsequent order: DAD IO, Portfolio & Resource Management, Investment Management, System Inventory/Defense Business Certification, System Inventory Management and Reporting, DHA/DITPR POCs.

b. Additional Considerations

(1) All systems that have an authorization and are registered in Enterprise Mission Assurance Support Service (eMASS) must align to a record in DITPR. This does not have to be a 1:1 alignment. Multiple records in eMASS may align to a single DITPR record (i.e., where a system has multiple authorizations/boundaries).

(2) eMASS account and registration information is found in the Risk Management Framework (RMF) Interactive Workflow document located on the RMF Integrated Product Team page at: <https://info.health.mil>. From the info.health.mil home site, click on the following in subsequent order: 1) **IO**; 2) **Cybersecurity** ; 3) **Assessment and Authorization**, and then, **RMF IPT**. You will be directed to the DHA RMF Framework Portal where you will find the DHA RMF Guidance. Within the guidance, you will locate the DHA RMF Process Workflow.

(3) All DBSs must be registered separately and must align 1:1 with a corresponding record in the DHA IT Budget. For DBSs, the mappings must be 1:1 for Unique Investment Identifier (UII)/Budget Item Number (BIN) to DITPR; and can be “1 to Many” for DITPR to eMASS; but, the eMASS entry must carry the name of the DITPR entry in the eMASS system record name. The relationships between SNaP-IT, DITPR, and eMASS, for DBS, is shown in the figure below.

SNAP-IT, DITPR, EMASS Relationship for Defense Business Systems

Example is theoretical data using the system name Defense Medical Logistics Standard Support (DMLSS)

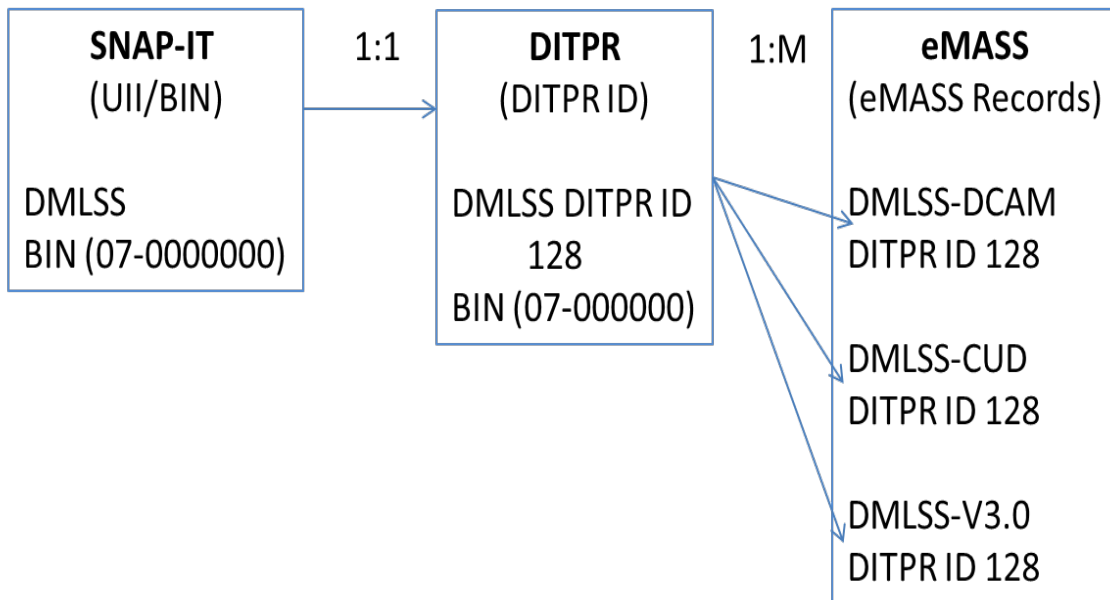


Figure. Defense Business System Reporting Relationships

(4) The DHP-funded networks and enclaves will be reported in DITPR within the following guidelines: All DITPR entries will be tracked to a UII/BIN in the DHA IT Budget and to the eMASS Cybersecurity entries. The UII/BIN to DITPR relationship can be “1 to Many” for infrastructure; the DITPR to eMASS relationship can be “1 to Many”. If it is an enclave entry, the system record name must also include the location.

(5) DoD CIO and DHA guidance for registering PIT, ICS/SCADA systems is as follows:

(a) Certain categories of PIT, PIT interconnections, and ICS/SCADA systems.

(b) The following categories of PIT must be entered into DITPR:

1. IT that is part of or connected with a platform that also connects to external applications processing data in support of the platform (e.g., logistics, training, scheduling, remote diagnostics, etc.).

2. IT that is part of or connected with the platform as part of a defined Information Exchange Requirement or that interfaces with the DoD Information Network.

3. Installation-level PIT, ICS, or SCADA backbones or enclaves.

4. “Hybrid/Converged” PIT, ICS, or SCADA that contain controlled unclassified information (e.g., personally identifiable information (PII) and protected health information covered by the Health Insurance Portability and Accountability Act, Protected Critical Infrastructure Information (PCII)), or Payment Card Industry data. Examples of hybrid/converged systems include:

a. Access control/alarm systems that use badges/Common Access Cards and Active Directory for keyless entry (contain PII).

b. Keyless entry/keypad systems that use Active Directory (contain PII).

c. Meter data management systems that interconnect with a local utility with real time demand and response (if meter data is determined to contain PCII).

d. Medical Imaging or Monitoring systems networked into a patient database (DB) (contain PII, Health Insurance Portability and Accountability Act), that have not been assessed for RMF purposes within an Enclave Authority to Operate.

e. Vehicle fueling/charging stations/pumps with credit card swipe (contain Payment Card Industry).

f. Computerized maintenance management systems/work order systems that interconnect with control system back-end controllers and devices (if the system is determined to contain PCII or PII).

2. REGISTRATION OF A DHP-FUNDED IT SYSTEM IN DITPR

a. The system must be registered first in the DHA Military Health System IT Budget. For DHA, the Requestor submits a request from the local or command-level IT Resource Manager of the submitting organization (non-contractor government employee) to the DHA/ DAD IO/PRMD/Investment Management/Budget Formulation Section. Concurrently, the Requestor should submit DHA Form 106, Request for a New Defense Information Technology Portfolio Repository Record, to the DHA/DAD IO/PRMD/Investment Management/Systems Inventory Management and Reporting/DBS Certification team. This request contains the minimum mandatory DITPR data to establish a new record.

b. The local IT Resource Managers should have the correct template for budget submission. But, if needed, the Budget Formulation team will provide the Requestor with the required documentation template for a new budget/SNaP-IT record entry (which must be executed prior to the establishment of the DITPR record).

c. When the Requestor has submitted the required documentation to the Budget Formulation team, it is reviewed. If it conforms to the requirements, a record is created in SNaP-IT (the DoD IT budget system). Funding through the budget years must be identified for the requested initiative in the request; otherwise, the request will be rejected.

d. After entry in SNaP-IT, the Budget Formulation team then sends the SNaP-IT data to the Systems Inventory Management and Reporting team. This ensures the system name, acronym, and definition in the DoD budget DB (SNAP-IT) and in the system inventory (DITPR) match.

e. Upon receipt of both the SNAP-IT data and DHA Form 106 , the System Inventory Management and Reporting team establishes a new record in DITPR matching the SNaP-IT record and the information included in the DHA Form 106. Please note that all of the information on DHA Form 106 is required in order to create the record in DITPR.

f. The Systems Inventory Management and Reporting team notifies the Requestor when the record is established so the data entry for the rest of the DITPR record can be completed. The system data maintainer, designated by the system PM/SM, is responsible for completing the record in DITPR. The system data maintainer has 30 days in which to complete the data entry for the rest of the record (see Section 6 below for procedures to obtain a DITPR account).

g. When the Requestor has completed the data entry, he/she notifies the Systems Inventory Management and Reporting team. At that time, the DHA SMEs are given an opportunity to review the data record. If the Requestor does not notify the Systems Inventory Management and Reporting team, the team will request an SME review 30 days from record initiation.

3. DATA MAINTENANCE IN DITPR

a. The PM/SM of the registered system is responsible for the accuracy and currency of the data in DITPR for the systems under his/her area of responsibility. As this data is audited by the General Accounting Office and the DoD Inspector General, it is imperative to update the DITPR record as the system conditions change.

b. As a courtesy, the DHP System Inventory Management and Reporting team will send quarterly reminders to the system management POCs to review and update the data.

c. Any data quality issues, identified by the DoD CIO, or the Defense Chief Management Officer through the DITPR management meetings or Defense Business Certification reviews, respectively, will be passed to the system's program office staff for corrections.

4. DHA SME REVIEW IN DITPR

a. The DHA SMEs are responsible for reviewing the DHA DITPR records in their area of interest on a periodic basis. The periodicity depends on the volatility and current data quality of the data being reviewed. The determination of the review periodicity that will maintain a high level of data quality is left to the DHA SMEs. Alternates may be designated to perform this task.

b. The System Inventory Management and Reporting Team will send out quarterly reminders for the SMEs to review the data falling within their programs.

c. If a SME disagrees with the data entered on the DITPR record, he/she contacts the PM/SM listed in the POC tab for the system record, describes the problem with the data, and works with the PM/SM to develop a solution.

d. The PM/SM is accountable for the accuracy, completeness, and currency of the data entered on the records for the systems for which he/she is accountable. The PM/SM will make updates as agreed upon with the SME/alternate SME.

5. ARCHIVING SYSTEM RECORDS IN DITPR

a. When decommissioning a system, a PM/SM must take many steps prior to archiving the record in DITPR (i.e., coordination with the DHA Records Manager and the Cybersecurity Division). It is the responsibility of the PM/SM is to know and execute the steps required by DoD and DHA system acquisition and management policies and procedures.

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b. To archive the system record in DITPR, when a system is no longer operational, the PM/SM or Program Executive Officer (military or government civilian), must write a Decommissioning Memorandum stating the system is no longer operational. The PM/SM must submit, through the applicable chain-of-command, a completed Request to Archive Memorandum (Appendix 2), with the DAD, IO concurrence signature. The PM/SM sends both completed memorandums to the Budget Formulation Team, DAD IO, and the System Inventory Management and Reporting/DBS Certification Section, DAD IO.

c. Prior to requesting archiving of the record, the system data maintainer must ensure none of the DITPR record data elements for the Lifecycle Phase dates exceed the date of the requested archive.

d. Following coordination between the DAD IO Budget Formulation team, the DAD IO Defense Business Certification team, and the DAD IO DHP System Inventory Management and Reporting team, a determination will be made as to the appropriateness of archiving the record at that time. If the determination is made to archive the record at that time, the System Inventory Management and Reporting team will archive the record in DITPR. **At no time** is the PM/SM staff to archive **any** system records in DITPR. Doing so violates the DHA DITPR Rules of Behavior signed by all DHA DITPR account holders.

6. OBTAINING A DITPR USER ACCOUNT

a. The account Requestor must sign and submit the following to the System Inventory Management and Reporting team: a copy of the DHA DITPR Rules of Behavior, a completed DD Form 2875, System Authorization Access Request (including completion/signature of the security office on Block 3 on Page 2), DITPR Training Certificate, and if a contractor, a current DHA Form 49, DHA Contractor Non-Disclosure Agreement. These forms are provided as electronically signable portable document format files on the DHP System Inventory Management and Reporting SharePoint page which can be found as follows: Go to <https://info.health.mil/>. **Healthcare Administration, then select IO, then select Portfolio & Resource Management, then select Investment Management** from the list. On the Investment Management list, click on Sys Inv/DBS Cert. From the next page, select **System Inventory Management and Reporting**.

b. When the Chief, Systems Inventory Management and Reporting/DBS Certification Section has received the forms specified in Section 6, paragraph a. (above), the user account request will be reviewed, activated (if approved), and the user will be notified. The System Inventory Management team will notify the Requestor if there are discrepancies in any of the data provided that must be corrected or of account approval and activation by the DITPR Helpdesk and the System Inventory Management and Reporting team.

APPENDIX 1

MEMO TO REQUEST TO ARCHIVE A DEFENSE INFORMATION TECHNOLOGY
PORTFOLIO REPOSITORY RECORD

MEMORANDUM FOR MILITARY HEALTH SYSTEM CHIEF INFORMATION OFFICER

SUBJECT: Request to Archive System Record in the Defense Information Technology Portfolio Repository (DITPR)

1. The__(System Name (Acronym))____has been decommissioned and is no longer operational.
2. Request the records for this system be archived in all appropriate budget submissions and in the DITPR.
3. The reason it was shut down is_____.

Government System Program Manager or
System Owner
Title
Organization

Concur/NonConcur

Signature
Deputy Assistant Director, Information Operations

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

BIN	Budget Item Number
CIO	Chief Information Officer
DAD	Deputy Assistant Director
DB	database
DBS	Defense Business System
DBMS	database management system
DHA	Defense Health Agency
DHA-PI	Defense Health Agency-Procedural Instruction
DHP	Defense Health Program
DITPR	Defense Information Technology Portfolio Repository
eMASS	Enterprise Mission Assurance Support Service
ICS	Industrial Control System
IO	Information Operations
IS	information system
IT	Information Technology
PCII	Protected Critical Infrastructure Information
PII	personally identifiable information
PIT	Platform Information Technology
PM	Program Manager
POC	point of contact
PRMD	Portfolio and Resource Management Division
RMF	Risk Management Framework
SCADA	Supervisory Control and Data Acquisition
SM	System Manager
SME	Subject Matter Expert
SNaP-IT	Select and Native Programming Data Input System for Information Technology
UII	Unique Investment Identifier

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-PI.

application. A software program that performs a specific function directly for a user and can be executed without access to system control, monitoring, or administrative privileges (Reference (m)).

Covered DBS. A DBS that is expected to have a total amount of budget authority, over the period of the current future-years defense program submitted to Congress under Section 221 of Reference (j), in excess of \$50,000,000. **Note:** The DoD Defense Chief Management Officer has provided guidance to DHA that anything over \$1,000,000 across the future-years defense program must be certified through the DBS certification process.

Covered DBS Program. A defense acquisition program to develop and field a covered DBS or an increment of a covered DBS (Reference (j)).

DBS. An IS that is operated by, for, or on behalf of the DoD, including any of the following: (1) a financial system; (2) a financial data feeder system; (3) a contracting system; (4) a logistics system; (5) a planning and budgeting system; (6) an installations management system; (7) a human resources management system; and (8) a training and readiness system. The term does not include: (1) a national security system; or (2) an IS used exclusively by and within the defense commissary system or the exchange system or other instrumentality of the DoD conducted for the morale, welfare, and recreation of members of the armed forces using no appropriated funds (Reference (j)).

DHP. The specific DoD appropriation which funds the Military Health Systems' equipment, services, and personnel.

DoD IT. DoD-owned IT and DoD-controlled IT. DoD IT includes IS, PIT, IT services, and IT products (Reference (e)).

enclave. A set of system resources that operate in the same security domain and that share protections of a single, common, and continuous security perimeter (Reference (m)).

IS. A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. **Note:** IS also include specialized systems such as industrial/process control systems, telephone switching and private branch exchange systems, and environmental control systems (Reference (m)).

IT. 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 executive agency. This includes, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use of that equipment; or of that equipment to a significant extent in the performance of a service or the furnishing of a

product. IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources (Reference (m)). Furthermore, any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. This includes if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use of that equipment; or of that equipment to a significant extent in the performance of a service or the furnishing of a product. IT includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources, but does not include any equipment acquired by a federal contractor incidental to a federal contract (Reference (k)).

office automation. Products such as Microsoft Word, Excel, and Access, which are not registered.

PIT. IT, both hardware and software, that is physically part of, dedicated to, or essential in real time to the mission performance of special purpose systems (Reference (e)).

PIT system. A collection of PIT within an identified boundary under the control of a single authority and security policy. The systems may be structured by physical proximity or by function, independent of location (Reference (e)).

PM/SM. The individual with the responsibility for and authority to accomplish program or system objectives for development, production, and sustainment to meet the user's operational needs (Reference (e)).

Portal. A Web-based application that provides personalization, single sign-on, and content aggregation from different sources, and hosts the presentation layer of IS. Aggregation is the process of integrating content from different sources within a Web page. A Portal may have sophisticated personalization features to provide customized content to users. Portal pages may have different sets of portlets creating content for different users. Portal pages do not aggregate and store information in a DB.

tools. Products which underlies the development of an application or DB by using the capability of the tool. Examples are SharePoint, Oracle DBMS, ProSight, or EOS. These tools are not registered as part of the system inventory, but the capabilities which are developed using them may be registered. For example, a business system using the Oracle DBMS would not be registered as Oracle DBMS but may be registered as a business system.