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Department of Defense  
**INSTRUCTION**

**AD-A272 603**



ASD(HA)  
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**SUBJECT:** The Department of Defense Health Services System Information Resource Management Program

- References:**
- (a) DoD Directive 5136.1, "Assistant Secretary of Defense (Health Affairs)," October 5, 1984
  - (b) DoD Directive 5136.10, "Defense Medical Support Activity," February 6, 1986
  - (c) DoD Directive 1341.1, "Defense Enrollment Eligibility Reporting System (DEERS)," October 4, 1981
  - (d) DoD Directive 5154.6, "Armed Services Medical Regulating Office," December 23, 1985
  - (e) DoD Directive 6000.5, "Tri-Service Medical Information System (TRIMIS) Program," June 11, 1976

**A. PURPOSE**

This Instruction provides guidelines, operational policies and procedures for the design, development, and operation of automated information systems supporting the Department of Defense Military Health Services System (MHSS) under references (a) and (b).

**B. APPLICABILITY**

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, the Defense Field Activities, and the U.S. Coast Guard and Coast Guard Reserve (hereafter referred to collectively as "DoD Components").

**C. DEFINITION**

1. Health Services Information Systems. All information systems, including ADP resources and associated communication interfaces involved in the collection, storage, manipulation, retrieval, reporting, and dissemination of clinical, administrative, and management information relating to the following:

- a. Operation and management of the MHSS.
- b. Medical readiness, including contingency and mobilization planning.
- c. Patient regulating, movement, and transportation.
- d. Medical logistics.
- e. Medical examinations.

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f. Medical risk assessment.

g. Computer security.

D. POLICY

1. DoD Health Services Information Systems shall be designed, developed, and operated in a manner that supports DoD mission requirements, meets a standard systems architecture, complies with regulatory requirements, and supports planned systems integration efforts.

2. A Defense Health Services Information Systems Advisory Board shall be established to coordinate, exchange information, and provide advice on the design, development, and operation of automated information systems supporting the MHSS.

a. The Board shall consist of:

(1) The Director of the Defense Medical Systems Support Center, Defense Medical Support Activity, who shall serve as Chairman.

(2) The Director, Defense Medical Facilities Office, Defense Medical Support Activity.

(3) The Director of the Office of the Civilian Health and Medical Program of the Uniformed Services.

(4) Each Deputy Assistant Secretary of Defense in the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)) or a senior representative of that office.

(5) A senior representative from the office responsible for health services information systems, policies, and programs in each of the Military Departments.

(6) A representative from the Organization of the JCS.

(7) A senior representative from the Office of the Assistant Secretary of Defense (Force Management and Personnel) (OASD(FM&P)).

(8) A senior representative from the Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)).

b. The Board shall meet quarterly, or at the call of the Chairman, to:

(1) Review policies, plans, and programs pertaining to health services information systems.

(2) Assess the impact of changes in the MHSS on health services information systems requirements.

(3) Develop recommendations to improve effectiveness, efficiency, and responsiveness of health services information systems in the Department of Defense.

c. Committees and working groups may be established under the auspices of the Board to address various functional concerns or study specific issues, as required. In such instances, the committee or working group shall be structured to include representatives from cognizant offices within OSD and the Military Departments.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) shall establish overall policies and procedures and serve as program manager for military medical information systems in the Department of Defense, in accordance with DoD Directive 5136.1 and DoD Directive 5136.10 (references (a) and (b)).

2. The Chairman, Joint Chiefs of Staff (CJCS) shall:

a. Review Service-sponsored MHSS information systems initiatives as they may relate to readiness and wartime requirements.

b. Provide a representative to serve on the Defense Health Services Information Systems Advisory Board and provide appropriate representation to serve on subordinate Committees and working groups of the Board, as appropriate.

3. The Secretaries of the Military Departments shall:

a. Ensure that health services information systems initiatives of their Military Department are coordinated with, and approved by the ASD(HA).

b. Provide a senior representative to serve on the Defense Health Services Information Systems Advisory Board and provide appropriate representation to serve on subordinate Committees and working groups of the Board, as appropriate.

4. The Director of the Defense Medical System Support Center (DMSSC), Defense Medical Support Activity (DMSA), shall ensure that health services information systems are designed, developed, and operated efficiently, effectively, and in accordance with approved policies; and provide technical advice and staff assistance to the ASD(HA) in carrying out the responsibilities indicated in subsection E.1., above. To this end, the Director, DMSSC, shall:

a. Develop an overall information system architecture for the MHSS. Monitor and provide operational guidance concerning that architecture and for health services information systems, including micro based applications, to ensure compliance with approved policies.

b. Develop plans, policies, procedures, standards, and priorities for health services information systems and related communications interfaces.

c. Review, evaluate, and certify information systems requirements and priorities for the MHSS, to include the review of medical research and development applications and technical advances in medical equipment and instrumentation that may evolve into or interface with operational information systems.

d. Ensure that health services information systems interface with related functional areas, such as personnel, logistics, finance, occupational health and communications. Ensure that these interfaces conform with the overall architecture of the MHSS from base level medical operations to higher echelons.

e. Review and make recommendations to the ASD(HA) regarding Military Department and Defense Agency budget submissions for health services information systems to ensure adherence to DoD policy, promote integrated medical information planning efforts, ensure cross-Service coordination, prevent duplicative effort, and maximize program efficiencies and effectiveness.

f. Oversee the health services information systems of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), to include operational guidance, operational planning and resource review.

g. Provide analytical and modeling support and data to the ASD(HA) staff.

h. Ensure that operational procedures are established to allow DoD Components access to management information data bases.

i. Provide oversight and operational support of automated information systems for the Department of Defense Medical Examination Review Board (DoDMERB).

j. Provide operational and administrative support to the Defense Enrollment Eligibility Reporting System (DEERS) in accordance with DoD Directive 1341.1 (reference (c)).

k. Provide operational and administrative support to the Defense Medical Regulating Information System (DMRIS), in support of the Armed Services Medical Regulating Office (ASMRO), in accordance with DoD Directive 5154.6 (reference (d)).

l. Provide oversight and management support to the Tri-Service Medical Information Systems (TRIMIS) Program Office in accordance with DoD Directive 6000.5 (reference (e)).

m. Coordinate and exchange information with other officials within the DoD Components who have collateral or related functions, to include representatives of:

(1) The Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)).

(2) The Office of the Assistant Secretary of Defense (Force Management & Personnel) (OASD(FM&P)).

(3) The Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (OASD(C<sup>3</sup>I)).

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(4) The Office of the Assistant Secretary of Defense (Reserve Affairs) (OASD(RA)).

(5) Other DoD Components, as appropriate.

n. Coordinate and exchange information with other Government agencies, representatives of the legislative branch, and members of the public, as appropriate, in performing assigned duties.

F. EFFECTIVE DATE

This Instruction is effective immediately.



David Newhall, III  
Principal Deputy Assistant  
Secretary of Defense  
(Health Affairs)

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