



**DEFENSE HEALTH AGENCY**  
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*DHA-IPM 22-002*  
*November 16, 2023*

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Acquisition Authorities and Implementation of the Defense Acquisition System.

References: See Attachment 1.

This Defense Health Agency-Interim Procedures Memorandum (DHA-IPM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (u), establishes the Defense Health Agency's (DHA) procedures to implement acquisition authorities.

This DHA-IPM applies to the DHA Enterprise (components and activities under the authority, direction, and control of the DHA) to include: assigned, attached, allocated, or detailed personnel. Military Departments, DHA regional and field activities (including remote locations), and subordinate organizations under the authority, direction and control of the DHA; acquiring, managing, or operating the Defense Acquisition System; and/or Adaptive Acquisition Framework using Defense Health Program funding, except for matters of acquisition explicitly reserved for oversight and approval by the Under Secretary of Defense for Acquisition and Sustainment.

This DHA-IPM is cleared for public release and 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/>.

The Component Acquisition Executive (CAE) is the proponent of this publication. When Activities are unable to comply with this publication, the activity may request a waiver that must include a justification and an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the CAE to determine if the waiver may be granted by the Director, DHA or their designee.

This DHA-IPM is effective upon signature. It will expire one (6) months from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

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Director

Attachments:

1. References
2. Responsibilities
3. Procedures
4. Glossary

Distribution:

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Director, National Capital Region Network  
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cc:

Principal Deputy Assistant Secretary of Defense for Health Affairs  
Surgeon General of the Army  
Surgeon General of the Navy  
Surgeon General of the Air Force  
Medical Officer of the Marine Corps  
Director of the Joint Staff  
Director of Health, Safety, and Work-Life, U.S. Coast Guard  
Surgeon General of the National Guard Bureau

ATTACHMENT 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, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022
- (d) DoD Directive 5000.01, “The Defense Acquisition System,” September 9, 2020, as amended
- (e) DoD Instruction 5000.02, “Operation of the Adaptive Acquisition Framework,” January 23, 2020, as amended
- (f) DoD Instruction 5000.74, “Defense Acquisition of Services,” January 10, 2020, as amended
- (g) DoD Instruction 5000.75, “Business Systems Requirements and Acquisition,” February 2, 2017, as amended
- (h) Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- (i) DoD Instruction 5000.80, “Operation of the Middle Tier of Acquisition (MTA),” December 30, 2019
- (j) DoD Instruction 5000.81, “Urgent Capability Acquisition,” December 31, 2019
- (k) DoD Instruction 5000.85, “Major Capability Acquisition,” August 6, 2020, as amended
- (l) DoD Instruction 5000.87, “Operation of the Software Acquisition Pathway,” October 2, 2020
- (m) DoD Instruction 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program,” July 27, 2017, as amended
- (n) DoD Instruction 5000.82, “Acquisition of Information Technology (IT),” April 21, 2020
- (o) DoD Instruction 5000.35, “Defense Acquisition Regulations (DAR) System,” October 21, 2008, as amended
- (p) DHA-Administrative Instruction 5015.01, “Records Management Program,” February 6, 2020
- (q) United States Code, Title 5, Section 552(a)
- (r) Code of Federal Regulations, Title 32, Part 286
- (s) DoD Manual 5400.07, “DoD Freedom of Information Act (FOIA) Program,” January 25, 2017
- (t) DoD Directive 5400.07, “DoD Freedom of Information Act (FOIA) Program,” April 5, 2019
- (u) DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019, as amended

ATTACHMENT 2

RESPONSIBILITIES

1. DIRECTOR, DHA

a. Delegate Component Acquisition Executive (CAE) authority to the assistant Director Support, who shall be a direct report and in the Senior Executive Service.

b. Ensure the DHA's implementation of the DoD decision support systems (i.e., Requirements, Resources, and Acquisition) is operational, effective, and integrated to achieve affordable and relevant outcomes, as Referenced in (d).

2. CAE. The CAE is responsible for the management of the DAS, within the DHA, including the Decision Authority (DA) and oversight of the life cycle associated with the delivery and sustainment of required products and services. The CAE exercises control over the DHA's implementation of the DAS and ensures it operates in an efficient, cost-effective, and mission- oriented manner as Referenced in (d), and (e). The CAE will:

a. Provide acquisition guidance and instructions within the Agency to ensure the requirements of this DHA-IPM are met.

b. Serve as the DHA DA, otherwise known as the Milestone Decision Authority (MDA), or delegate such authority, for Urgent Capability Acquisition, Middle Tier of Acquisition, Major Capability Acquisition, Software Acquisition, Defense Business Systems, and Acquisition of Services, except for acquisition matters explicitly reserved for oversight and approval by the (USD(A&S)), as Referenced in (e) through (l).

c. Serve as the Senior Services Manager (SSM), or delegate, as appropriate, in accordance with Reference (f).

d. Perform oversight of the life cycle of all technologies, devices, systems, software, and business systems, from program initiation through disposal, as Referenced in (e).

e. Appoint and assign Program Executive Officers (PEO), Program Managers (PM), and other positions, as necessary to comply with DoD DAS requirements.

f. Review and approve Acquisition of Services waivers or requests for exceptions when necessary or when activities are unable to comply with the requirements of Reference (f).

g. Charter and develop processes to implement configuration steering boards using References (e) and (f) as guidance.

h. Develop processes and charter entities as appropriate to implement services requirements review boards using Reference (f) as guidance.

i. Develop, implement, and execute acquisition policies, procedures, and analytics that direct the management of the DHA acquisition workforce and programs, as Referenced in (m).

3. MDA/DA. The MDA/DA will:

a. For delegated programs, tailor and approve acquisition strategies, consistent with the appropriate acquisition pathway.

b. Tailor oversight and regulatory procedures consistent with sound business practices and the risks associated with the products and services being acquired based on PEO, PM, and Functional Sponsor inputs.

c. Ensure resource availability for a program before authorizing it to proceed to the next phase of the acquisition life cycle.

d. Document decisions in an acquisition decision memorandum (ADM).

e. Coordinate with appropriate stakeholders to facilitate implementation of this IPM.

4. SSM. The SSM is the acquisition expert and the DA for acquisition of services as described in Reference (f). The SSM will:

a. Perform planning, strategic sourcing, and other tasks associated with the acquisition of services as provided in Reference (f).

b. Establish appropriate management structures and processes to ensure effective implementation and execution of the acquisition of services using Reference (f) as guidance.

c. Tailor the procedures in Reference (f) to best achieve cost, schedule, and performance objectives.

5. PEO. The PEO will:

a. Provide guidance and instructions to the PM of programs assigned to their portfolio to ensure the requirements of this DHA-IPM are met, as Referenced in (e).

b. For assigned programs, execute oversight of the life cycle of technologies, devices, systems, software, and business systems, from program initiation through disposal.

6. PM. The PM will:

- a. Lead an acquisition Program Management Office to accomplish program objectives and all cost, schedule, and performance objectives of assigned acquisition programs.
- b. Ensure the requirements of this DHA-IPM are met within their organization.
- c. For assigned programs, manage oversight of the life cycle of all technologies, devices, systems, software, and business systems, from program initiation through disposal, as Referenced in (e).
- d. Collaborate with Science and Technology portfolio managers on technology transition agreements.

7. J-5 CAPABILITY PORTFOLIO MANAGERS AND REQUIREMENTS MANAGERS. The J-5 Capability Portfolio Managers and Requirements Managers will:

- a. Assess, develop, validate, and submit written capabilities requirements documents to meet an organization's roles, functions, and missions to include operational needs statements for rapid acquisition.
- b. Ensure all aspects of the DoD model Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities and Policy are addressed and integrated into the development of capabilities requirements.
- c. Coordinate all activities in accordance with DHA capabilities portfolio management policies, governance, and processes.

8. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments will implement this DHA-IPM when using Defense Health Program funding for acquisition investments, consistent with References (d) through (p).

ATTACHMENT 3

PROCEDURES

1. GENERAL. The DHA is an acquisition organization, and the Director has delegated CAE responsibilities and authorities to the Assistant Director, Support. The CAE is responsible for oversight and approval of all acquisition matters for this Agency. This includes both acquisition matters performed under the purview of the Agency's PEOs and PMs as well as acquisition matters undertaken by the Agency's headquarters offices and subordinate organizations, except for acquisition matters explicitly reserved for oversight and approval by the USD(A&S). All applicable acquisition documentation shall be maintained in accordance with Reference (p).

2. ACQUISITION AUTHORITIES. Acquisition and Program Management Authorities are as follows:

- a. CAE
- b. MDA/DA
- c. PEO
- d. PM

3. ADAPTIVE ACQUISITION FRAMEWORK. The Department has implemented tailored pathways appropriate to the type of solution being acquired. Each pathway has different acquisition categories and associated approvals. PMs will propose and the CAE, or their designee, will approve the acquisition pathway and appropriate program category in alignment with DoD policies. This approval will be documented in an acquisition decision memorandum. The DHA's acquisition programs will apply the adaptive acquisition pathways outlined in Reference (e).

GLOSSARY

ABBREVIATIONS AND ACRONYMS

CAE	Component Acquisition Executive
DA	Decision Authority
DAS	Defense Acquisition System
DHA	Defense Health Agency
DHA-IPM	Defense Health Agency-Interim Procedures Memorandum
MDA	Milestone Decision Authority
PEO	Program Executive Officer
PM	Program Manager
SSM	Senior Services Manager
USD (A&S)	Under Secretary of Defense (Acquisition & Sustainment)