



Defense Health Agency

PROCEDURAL INSTRUCTION

NUMBER 4270.01

August 18, 2022

CFO-J8

SUBJECT: Sustainment Management System (SMS) BUILDER Site Support for Real Property Assets

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 (l), establishes the Defense Health Agency's (DHA) procedures for collecting and managing data in the DHA SMS-BUILDER database (BUILDER) within DHA facilities.
2. APPLICABILITY. This DHA-PI applies to the DHA, DHA Components (Activities under the authority, direction, and control of DHA), and all personnel to include assigned or attached active duty and reserve members, federal civilians, members of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA.
3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a), (b), (d), and (e) to provide implementing guidance on use of the mandatory SMS-BUILDER system in support of DHA facility condition reporting and facility sustainment.
4. RESPONSIBILITIES. See Enclosure 2
5. PROCEDURES. See Enclosure 3
6. PROPONENT AND WAIVERS. The proponent of this publication is the Chief Financial Officer (CFO), J-8. When Activities are unable to comply with this publication the Activity may request a waiver that must include a justification, to include 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 CFO, J-8 to determine if the waiver may be granted by the Director, DHA or their designee.

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

8. **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 Reference (c).

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

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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, as amended
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) DoD Instruction 6015.17, "Military Health System (MHS) Portfolio Management," January 13, 2012, as amended
- (e) Assistant Secretary of Defense for Health Affairs Memorandum, "Implementation of BUILDER," January 10, 2014
- (f) UFC 3-701-01, Change 4, "DoD Facilities Pricing Guide," Incorporating Change 4, 27 September 2019, as amended
- (g) DoD 7000.14-R, "Financial Management Regulation," April 2021, as amended
- (h) DoDI 4165.03, "Real Property Categorization," Incorporating Change 3, August 31, 2018, as amended
- (i) DHA-Procedural Instruction 4165.01, "Real Property Asset (RPA) Management," June 22, 2017, as amended
- (j) DHA "Plan 3: Implementation Plan for the Complete Transition of Military Medical Treatment Facilities to the Defense Health Agency," Version 6, August 12, 2019¹
- (k) Under Secretary of Defense for Acquisition, Technology and Logistics Memorandum, "Standardizing Facility Condition Assessments," September 10, 2013
- (l) DHA BUILDER Reference Guide, September 1, 2020²
- (m) DoDI 4165.14, "Real Property Inventory (RPI) and Forecasting," January 17, 2014, as amended

¹ This reference is located at <https://community.max.gov/display/DoDEExternal/Area+2+-+Central?preview=%2F1645830822%2F2019465310%2FDHA+Implementation+Plan+3+v6.pdf> and can only be accessed with an approved Max.gov account.

² This reference is located at <https://community.max.gov/display/DoDEExternal/DHA+BUILDER+Reference+Guide+2020> and can only be accessed with an approved Max.gov account.

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEFENSE HEALTH AGENCY (DHA). The Director, DHA, will:
 - a. Implement policy, guidance, and instructions consistent with References (d) through (l).
 - b. Establish internal policies and standards for the BUILDER program to ensure effective facility life cycle management and safe program operations.

2. CHIEF FINANCIAL OFFICER (CFO), J-8, DHA. The CFO-J-8 will:
 - a. Review and submit program and budget requirements for sustainment, restoration, and modernization pursuant to guidance of the ASD(HA) for the DoD Planning, Programming, Budgeting, and Execution (PPBE) process.
 - b. Provide programmatic oversight of the DHA Operations and Maintenance (O&M) appropriations in accordance with instructions issued by the ASD(HA), fiscal guidance issued by the Under Secretary of Defense (Comptroller)/Chief Financial Officer, and applicable law.

3. CHIEF, DEFENSE HEALTH AGENCY FACILITIES ENTERPRISE (DHA-FE). The Chief, DHA-FE, will:
 - a. Centrally manage, program, budget, fund, and execute the DHA BUILDER program.
 - b. Establish BUILDER data standards for effective facility life cycle management and systems operations.
 - c. Monitor BUILDER input for DHA Facilities/Activities and perform cross database coordination and data management to ensure optimal data integrity and conformance with established standards.
 - d. Develop and implement training for DHA Facilities Facility Management (FM) staff on the use, standards, and reports available in BUILDER.
 - e. Provide DHA Facilities/Activities read-only access to DHA's live BUILDER data.
 - f. Provide Reports to DHA Facilities/Activities as requested.
 - g. Coordinate with the MILDEPs to reconcile, at least annually, the Real Property Inventory records with DHA for where DHA components occupy, operate, or maintain facilities or land for which the MILDEPs have real property accountability in accordance with Reference (m).

h. When a Real Property Asset is no longer part of the DHA inventory, the BUILDER records will be provided to the BUILDER Representative for the MILDEP having jurisdiction of the Real Property.

4. **DIRECTORS, DIRECT REPORTING ORGANIZATIONS (DRO).** The Directors, DRO will: coordinate with DHA-FE regarding DRO focused facilities requirements via the DRO based Facilities Liaison as prescribed in Reference (j) as follows:

a. Serve as a communication contact point for disseminating information between the DRO and DHA-FE.

b. Represent the DRO's goals and objectives.

5. **FACILITY MANAGERS, DHA-FACILITIES (DHA FM's).** DHA FM's of DHA facilities will:

a. Support the implementation and sustainment of BUILDER by providing the BUILDER team access (and escorts if needed) to all facilities and building systems (assets) during scheduled BUILDER team site visits in accordance with (IAW) the procedures outlined in this document and in the DHA BUILDER Reference Guide (Reference (l)).

b. Support the implementation and sustainment of BUILDER by providing information and coordination support as requested IAW the procedures outlined in this document and in the DHA BUILDER Reference Guide (Reference (l)).

ENCLOSURE 3

PROCEDURES

1. BUILDER DESCRIPTION AND MANDATE

a. BUILDER is a software application developed by the US Army Corps of Engineers through their Engineer Research and Development Center's (ERDCs) Construction Engineering Research Laboratory (CERL) to help engineers, technicians, and managers decide when, where, and how to best sustain building infrastructure. The BUILDER process includes gathering real property (building) data, compiling a detailed building component inventory to identify expected component life cycles, and performing site visits to assess the predicted versus actual performance of the building components. This process allows condition index (CI) metrics to be developed for each building component based on its expected condition within its life cycle. Building components are defined based on the Construction Specification Institute's UniFormat classification system for building systems & assemblies. The level of detail and frequency of site visit inspections are dependent on the component criticality, expected and measured condition, anticipated rate of deterioration, and remaining service life. Additionally, BUILDER has component functionality assessment capability that addresses accessibility, resilience, capacity, and maintainability characteristics. This provides a comprehensive picture of the overall performance of building components.

b. The Department of Defense has mandated the use of the BUILDER program for reporting Condition Assessments and their resultant Facility Condition Index (FCI) score (reference (k)).

c. United States Code, Title 10, Section 1073c requires DHA to assume responsibility for the management of all Military Health System (MHS) medical treatment facilities (MTFs) by September 30, 2021, and further requires DHA to assume responsibility for MHS Public Health and Research & Development programs by September 30, 2022.

d. DHA Facilities Enterprise (DHA-FE) is responsible for Facility Life Cycle Management (FLCM) operations for all DHA real property assets, to include all Sustainment, Restoration, and Modernization (SRM) programs.

e. The integrated FLCM process will help drive efficiencies, standardization, savings, and consistent outcomes. With DHA's use of Defense Medical Logistics Standard Support-Facilities Management (DMLSS-FM) and the implementation of BUILDER, DHA has a unique opportunity to merge the execution side of Operations and Maintenance in DMLSS-FM with the strategic programming for Sustainment, Restoration and Modernization (SRM) funding in BUILDER. This linking of data will allow DHA to make better informed facilities sustainment decisions.

2. DHA FACILITIES FACILITY MANAGEMENT (FM) SUPPORT

a. DHA-FE Facilities Operations Branch (FOB) centrally manages, funds, and executes the BUILDER program for DHA and, as such, requires the following support from Facility Managers (FM) for their assigned real property assets:

(1) Access: To sustain BUILDER data and complete program objectives, FMs will provide the BUILDER team with access to all of a site's facilities and building systems. Access means gaining entry to the asset and all mechanical, common, and clinical areas.

(2) Input: To complete the BUILDER generated Annual Work Plan, FMs will annually provide input for all Work Items (WI) statuses. BUILDER technicians will validate condition and then confirm WI status with FM.

(3) Information: To keep BUILDER data complete and usable, FMs will inform the BUILDER team of changes in inventory, completed projects, and any other real property improvements that occur within their assets during the site visit planning process.

b. The BUILDER team's site visits will occur annually for most sites. For sites that are complex or require an extensive work plan, visits may occur more often. Every effort will be made to allow FMs to schedule the team's visits when they least impact the day-to-day mission.

c. The DHA BUILDER Reference Guide (Reference (1)) was developed to provide detailed guidance and assistance with BUILDER Operations. The Reference Guide consists of the following chapters:

Chapter 1: Access and Training

Chapter 2: Sectioning Guide

Chapter 3: Inventory & Assessment (I&A) Guide

Chapter 4: Annual Work Plan (AWP) and Work Item Validation/Remediation (WIR) Guide

Chapter 5: Sustainment Guide

Chapter 6: BUILDER Catalog Guide

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HA)	Assistant Secretary of Defense for Health Affairs
CERL	Construction Engineering Research Laboratory
CI	Condition Index
DHA	Defense Health Agency
DHA-FE	Defense Health Agency-Facilities Enterprise
DHA-PI	Defense Health Agency-Procedural Instruction
DMLSS-FM	Defense Medical Logistics Standard Support-Facilities Management
DoD	Department of Defense
DRO	Direct Reporting Organizations
FCI	Facility Condition Index
MILDEP	Military Departments
MHS	Military Health System
O&M	Operations and Maintenance
SMS	Sustainment Management System
SRM	Sustainment, Restoration, and Modernization

PART II. DEFINITIONS

Annual Work Plan. A list of work items BUILDER identifies for a given fiscal year based on established policies and standards.

DHA Activity. Those Activities that are managed by the DHA, to include those Activities directly assigned to the DHA and other medical-related facilities that are managed by DHA but are funded by a Military Department (i.e., readiness facilities, medical research facilities), with funds being transferred in accordance with a Memorandum of Agreement.

Direct Reporting Organizations. Direct Reporting Markets, Small Market and Stand-Alone Medical Treatment Facility Organization, and Defense Health Agency Regions reporting to the DHA.

CERL. Develops and infuses innovative technologies to provide excellent facilities and realistic training lands for the Department of Defense, the U.S. Army, and many other customers while

also supporting ERDC’s research and development mission in geospatial research and engineering, military engineering, and civil works. This includes research efforts to more efficiently design, construct, operate, and maintain installations and contingency bases and to ensure environmental quality and safety at a reduced Life-Cycle Cost.

CI. BUILDER’s primary condition measure. The CI for each component-section is computed from inspection data that records the type, severity, and density of each distress found.

Facility. A building, structure, or linear structure whose footprint extends to an imaginary line surrounding a facility at a distance of 5 feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g. landscaping, sidewalks, utility connections). This imaginary line is commonly referred to as the “5-foot line.”

FCI. The current maintenance, repair, and replacement deficiencies of the facility divided by the current replacement value of the facility. The higher the FCI, the better. The FCI calculation is $(1(\text{Deferred Work}/\text{Current Replacement Value})) * 100$.

Real Property. Land and improvements to land (e.g., buildings, structures, and linear structures).