



Defense Health Agency

TECHNICAL MANUAL

NUMBER 4165.01, Volume 3
August 27, 2020

DHA Facilities Enterprise

SUBJECT: Defense Medical Logistics Standard Support-Facilities Management
(DMLSS-FM) Volume 3: Room Inventory Module

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (i), establishes the Defense Health Agency's (DHA) procedures for managing data in the Military Health System's (MHS) Computer Aided Facility Management (CAFM)/Computerized Maintenance Management System (CMMS) of record, Defense Medical Logistics Standard Support-Facilities Management (DMLSS-FM).

2. **APPLICABILITY.** This DHA-TM applies to the DHA, DHA components, and DHA-assigned facilities (DHA-assigned facilities currently include DHA markets and military medical treatment facilities (MTFs) and will later include other subordinate organizations (e.g., DHA Research and Development and DHA Public Health)). All personnel to include assigned or attached Service members, federal civilians, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties within the Department of Defense. Current DHA-assigned facilities are listed in References (i) and (k), as revised, reiterated, and supplemented in Reference (m). Facilities to be included no later than September 30, 2022 are covered by Reference (l).

3. **POLICY IMPLEMENTATION.** It is DHA's instruction, pursuant to References (b), and (d) through (i), that the DHA will:

a. Implement procedures; administer Defense Health Program (DHP) Facilities Operations and Maintenance budgets assigned to DHA facilities, which include MTFs and associated facilities; and perform financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across the MHS facility portfolio consistent with guidance from the Assistant Secretary of Defense for Health Affairs (ASD(HA)).

b. Develop consistent standards for facility management necessary for programmatic oversight of the DHP.

c. Establish DMLSS-FM as the database of record for all MHS facility inventory, maintenance, requirements, and project data including related financial data.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. Cleared for public release. This DHA-TM is available on the Internet from the Health.mil site at: www.health.mil/DHAPublications.

7. EFFECTIVE DATE. This DHA-TM:

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

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

 DIRECTOR, DEFENSE HEALTH AGENCY5

 SECRETARIES OF THE MILITARY DEPARTMENTS.....5

 CHIEF, FACILITIES ENTERPRISE, DEFENSE HEALTH AGENCY.....5

 MARKETS DIRECTORS5

 DHA FACILITIES MANAGERS6

ENCLOSURE 3: PROCEDURES.....7

 ROOM INVENTORY MODULE OVERVIEW7

 SPACE DEFINITIONS7

 DETAIL TAB7

 DATA TAB10

 SPACE TAB11

 ADDITIONAL FUNCTIONS IN ROOM INVENTORY12

GLOSSARY13

 PART I: ABBREVIATIONS AND ACRONYMS13

 PART II: DEFINITIONS.....14

TABLES

 1. Floor Abbreviations9

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” August 10, 2017, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” May 22, 2019, as amended
- (d) DoD Instruction 6015.17, “Military Health System (MHS) Facility Portfolio Management,” November 30, 2017, as amended
- (e) Unified Facilities Criteria 4-510-01, “Design: Military Medical Facilities,” May 30, 2019, as amended
- (f) DoD 6010.13-M, “Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities,” April 15, 2014, as amended
- (g) DoD Instruction 4165.03, “DoD Real Property Categorization,” August 31, 2018, as amended
- (h) MHS Real Property Systems Standards (RPSS)¹
- (i) ASD(M&R) Action Memo, “Alignment of Operational and Installation-Specific Medical Function and Responsibilities with Section 702 of the National Defense Authorization Act for fiscal Year 2017, and Sections 711 and 712 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019,” 27 March 2019
- (j) DHA “Plan 3: Implementation Plan for the Complete Transition of Military Medical Treatment Facilities to the Defense Health Agency,” Version 6, August 12, 2019
- (k) Deputy Secretary of Defense Memo, “Continuing Implementation of the Reform of the Military Health System”, October 25, 2019
- (l) Deputy Secretary of Defense (DSD) Memorandum, “Section 711 of the National Defense Authorization Act for Fiscal Year 2019 Implementation”, 25 March 2019
- (m) Fiscal Year 2020 National Defense Authorization Act (PM 116-92)

¹ This reference is located at www.rpss.facilities.health.mil and can only be accessed with an approved Max.gov account.

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:
 - a. Implement procedures, guidance, and instructions consistent with References (b) through (m).
 - b. Prepare 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 in accordance with Reference (b).
 - c. Provide programmatic oversight of the DHA 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.

2. SECRETARIES OF THE MILITARY DEPARTMENTS (MILDEPs). The Secretaries of the MILDEPs will:
 - a. Monitor and report the overall condition, readiness, utilization, and functionality of the MHS facility portfolio.
 - b. Establish internal controls to ensure compliance with established medical facility data management standards related to MILDEP property records.

3. CHIEF, FACILITIES ENTERPRISE (FE), DHA. The Chief, FE, DHA, must:
 - a. Establish DMLSS-FM data standards for effective CAFM/CMMS management and operations.
 - b. Monitor medical facilities' operations to ensure conformance with established standards.
 - c. Program and budget for CAFM/CMMS maintenance requirements to be submitted by the Director, DHA, for the DoD Planning, Programming, Budgeting, and Execution process.
 - d. Develop and implement training for DHA-directed data management standards and reporting.

4. MARKETS DIRECTORS. The Markets Directors must coordinate with DHA FE regarding Market-focused facilities requirements via the Market-based Facilities Liaison as prescribed in reference (j) as follows:

- a. Serve as a communication contact point for disseminating information between the Market and DHA FE.
- b. Represent the Market managers' goals and objectives.
- c. Provides Market facilities status updates, forwards Commander's Critical Information Requirements (CCIRs), and coordinates Market-driven demand signals.
- d. Supports DHA FE led Market-based facilities master planning efforts.

5. DHA FACILITIES MANAGERS. DHA facilities managers must:

- a. Ensure Facility Inventory (FI) Records include all assigned permanent, semi-permanent, temporary facility assets (including DHA-assigned relocatable buildings, MTF tenants in a MILDEP building, and DHA-assigned leased facilities).
- b. Ensure all Facility Room Inventories properly reflect conditions at DHA-assigned facility assets and any revisions are coordinated with Space Managers, Quality Assurance Evaluators, Janitorial Contractors, Maintenance Contractors, Facility Managers, Medical Maintenance staff, and other support staff.
- c. Ensure all Facility Systems Inventory (FSI) records include all existing, new and replacement RPIE equipment and record information, at a minimum, reflect Real Property System Standard (RPSS) requirements as cited in Reference (h).
- d. Ensure all preventive maintenance procedures include all existing, new and replacement RPIE equipment and tasks and schedules meet all applicable regulatory requirements.
- e. Ensure all preventive maintenance work orders are scheduled to include all existing, new and replacement RPIE equipment and tasks and schedules meet all applicable regulatory requirements.
- f. Ensure all DMLSS Work Requests are properly and completely entered, maintained and closed out in accordance with established standards and as directed by DHA-FE.
- g. Initiate DMLSS Requirements for any unfunded liability/deficiency related to sustainment, restoration or modernization, that may be identified as a result of formal condition assessments, BUILDER work items, engineering studies, architect/engineer (A/E) analysis, informal inspections, commander walk-through, maintenance technician observations.

ENCLOSURE 3

PROCEDURES

1. ROOM INVENTORY MODULE OVERVIEW

a. Room Inventory. The Room Inventory is a critical element of database maintenance in DMLSS-FM. Within DMLSS-FM, the Room Inventory identifies assignment, square footage, cleaning requirements, shared spaces, vacancies, and other room characteristics.

b. Data. Accurate data in the Room Inventory module is essential when using other modules in the facility management (FM), such as Facility Systems Inventory/Real Property Installed Equipment (RPIE) or Work Request (WR). In addition to the modules being inter-linked, the Room Inventory is used by Space Managers, Quality Assurance Evaluators, Janitorial Contractors, Maintenance Contractors, Facility Managers, Medical Maintenance staff, and other support staff. Room Inventory data is also analyzed by Facility Planners in assessing modernization requirements within the MTF and across the enterprise, healthcare requirements studies, facility utilization studies, etc. Resource Managers also use Room Inventory data in evaluating manpower and budget requirements.

2. SPACE DEFINITIONS. There are several critical definitions of space, depending on how the information is being used. Reference (e) contains criteria for calculating gross and departmental building area. Reference (f) contains criteria for calculating net square feet (SF). The area calculations used during the planning and construction phases should be carried through the entire facility life cycle to the greatest extent possible.

3. DETAIL TAB

a. Installation/Facility/Facility Name. Select this information as applicable. Once a Room record has been created, these fields are not editable. Facility has a “jump to” button next to it, which will “jump” to the Facility Inventory module for the facility number shown. Facility Name will auto-populate based on the selection of the Facility.

b. Room Type. Select the appropriate value from the dropdown, which contains a list of DHA standard values managed by the DHA Space and Equipment Planning Committee. If an appropriate value does not exist in the list, select TBD. See also Appendix 1, *Rooms with Special Data Entry Rules*.

(1) Crawl Spaces. Crawl spaces are under Room Type=MECHANICAL. Ensure the Floor field is populated with “CS”.

(2) Public Spaces. Assign toilets, corridors, and other public spaces to the Facilities Management Department/Service (SVC). Assign staff or patient toilets and corridors that are behind clinic doors to the SVC they serve.

(3) Exterior Areas. Account for selected exterior areas as rooms in the Room Inventory. These include areas such as loading docks, patios, garages, shelters, courtyards, healing gardens, etc., (refer to the SOP for detailed instructions). Exterior areas such as sidewalks and parking lots must NOT be captured as rooms in the room inventory.

(4) Elevators. Account for elevators only once per elevator, on the first (or ground) floor, for the purposes of cleaning, with Room Type=ELEVATOR and Current Use Room Code =NTG06-ELEVATOR CAR. Identify Elevator shafts that exist and are on the Drawbase drawing for other floors with Room Type=ELEVATOR and Current Use Room Code=NTG07-ELEVATOR SHAFT and the square footage of zero on the Space Tab under Room Size.

(5) Janitor's closets. Assign Janitor's closets to the Housekeeping SVC. Ensure the Housekeeping SVC has the correct housekeeping Medical Expense and Performance Reporting System (MEPRS) code as outlined in Reference (f).

(6) Interstitial Space. Account for interstitial space as a room record with a standard number or architectural number. If the room is linked to a poly-lined Drawbase drawing, the SF will be populated into the room record. If no drawing exists, the SF can be manually entered on the room record. To account for interstitial space causing the net SF to exceed the gross SF of the facility, add an entry on the Functions tab in the facility record in Facility Inventory. Select 999999-UNKNOWN for the Category Code (CATCODE), enter the SF of the interstitial space in the GROSS AREA field, and enter INTERSTITIAL in the Location field.

c. Room Number. There is no specific guidance on how rooms should be numbered. However, room numbers in DMLSS-FM must match the room numbers on the Drawbase drawings. To ensure proper sorting in reports, a best practice is to use leading zeros on the numeric portion of the room number construct, e.g., 1A001, 1A010, 1A100.

d. Local Room Name. Select the appropriate value from the dropdown, which contains a list of room names managed by the local FM staff. There is no standard guidance for the Local Room Name field, but it is good practice for data quality to keep Room Names to a minimum in order to maintain a local standard.

e. Local Room Number. There is no specific guidance for this particular field. However, this field can be used to capture supplemental room number information (e.g., the architectural drawing room number or an easily understood room identifier, such as Exam 1, Exam 2, etc.).

f. Current Use Room Code. Select the appropriate value from the dropdown, which contains a list of DHA standard values managed by the DHA Space and Equipment Planning Committee. The values available will depend on the Room Type selected.

g. Floor. The floor number where the room is located. Floor is to be written in the alphanumeric prefix format as shown in the table below. Use of Floor 01 is always preferable to Floor G (Ground), but both are available for rare instances when both are required.

Table 1: Floor Abbreviations

01	First
02	Second
B	Basement
G	Ground
P	Penthouse
R	Roof
IS	Interstitial Space
CS	Crawlspace
M	Mezzanine

h. Room Location. There is no specific guidance for this field. Best practices include facility wings or areas, care teams (Gold Team, Blue Team), or something near in proximity which can help someone find the room. Because this field allows multiple selections, it can also be used to identify cubicles or spaces within a room.

i. Department. Select the appropriate Primary Department responsible for the room. Ensure the room information is populated with the Primary Owner of the space. Both DHA FE and the Medical Logistics Account Manager share responsibilities as the Primary Owner for the Organization Tree based on associated functions. Resource Management Office (RMO)/MEPRS personnel are required to validate MEPRS within the Organization Tree, and Department association in the room inventory is required by the FM staff.

j. Service. Select the appropriate Service responsible for the room. This field will only display those Service records assigned to the Department selected. The Medical Logistics Account Manager is the Primary Owner for the Organization Tree; RMO/MEPRS personnel are required to validate MEPRS within the Organization Tree, and SVC association in the room inventory is required by the FM staff.

k. Office Symbol and MEPRS code. These fields are grayed out because they cannot be changed directly. These fields are dependent upon the choices made in the Department [Primary] and Service [Primary] fields. The Office Symbol and MEPRS codes are populated in the SVC/CustID record in System Services Tree View. The MEPRS code for each SVC/CustID within the Medical Facility Tree View in System Services should be validated by the RMO/MEPRS personnel on a minimum of a quarterly basis.

l. Cleaning Requirement. This field is used to capture Cleaning Requirements and schedules. The Cleaning Requirements are loaded in System Services FM/Table Maintenance Utility (TMU) table. Information should be obtained from the Environmental Services/Custodial personnel; coordination and validation should be done on an annual basis to capture changes in DMLSS-FM.

m. CATCODE. CATCODE must comply with the requirements cited in reference (g). In the event that a room is shared and more than one CATCODE applies, select the one that represents the predominant use.

n. Room Vacant. Vacant rooms can be tracked within the Room Inventory record. Room Vacant can also apply if rooms are under construction and not occupied.

o. Shared Space [Primary]. This display shows the percentage of space that the Primary User of a room has if the room is a shared space. This percentage is tied only to the Primary User and will only display the percentage of space associated to that Department/SVC. This information is defaulted in from the Space Tab.

p. Local Use Fields. The local use fields can be labeled utilizing the Site Preferences menu, located under the Basic tab. Refer to the DHA Facilities Management Room Inventory Module Standard Operating Procedures (SOP) for further guidance concerning Local Use Fields.

q. Signage Name. If applicable, enter Signage Name information here. This field will accept up to 255 characters and five lines of data. The use of this field is site-specific.

r. Add Like Feature. If creating a series of rooms, use the Add Like button located on the side tool bar. This function will duplicate the current record except for the Room Number.

s. Defense Medical Information System (DMIS) Identifier (ID). All databases must be maintained with their DMIS ID values. DMIS Coordinator/RMO is responsible for DMIS ID data.

t. Validated By and Date. Enter the name of the person that researched and verified that all data elements entered in the room records are valid. Enter the date that the validation was completed.

4. DATA TAB. The Data tab may be used to record information that may be unique to the room, including phone numbers, data drops, room features, and hazards.

a. Communication Data. Captures the extension(s) of the phones in the room, class of service, and jack ID.

b. Room Features. Room features document the special features located within the room, for example: emergency power, piped medical gas, number of sinks, etc. Before beginning to track room features, the site should consider what data is useful and maintainable. For large sites,

tracking many Room Features may not be feasible due to time constraints. All data should be accurate in the database; if accuracy cannot be maintained, the data should not be initially captured.

c. Feature Description. This is not a mandatory field but if you want to add a Feature that is not in the drop down, click “add description.” The system will populate these values into the Room Feature table in the FM/TMU. Room Features can only be edited or deleted through the TMU table if they are not in use on a record. If spelling errors are made when entering data, changes will have to be made through the TMU table.

d. Feature Value. This is not a mandatory field; a Feature Description can exist without a corresponding Feature Value. However, it is often appropriate to use the Feature Value to capture the presence of an item with a YES/NO or the count of how many items exist. Things such as sharps container, medical waste, or crash cart are good examples of items that a site may want to track. This is a manual type-in field to place additional information to support Feature Description.

e. Room Hazard. Identify Room Hazards associated with the room, for example asbestos, biomedical, confined space, high voltage, etc.

f. Data Drop IDs. Enter the applicable data drop that is associated with the room. If there are multiple, add or delete as necessary. There is no requirement to use this field.

5. SPACE TAB. If a room is linked to a drawing, the drawing can be accessed from the Space Tab. This is also where shared space data can be captured, as well as perimeter and room size.

a. Room Size. If a room is linked to a drawing, Room size is retrieved from the Drawbase drawings and represents the net SF of the room. Depending on the preferences selected in Site preferences, the field may also be labeled in square meters.

b. Room Perimeter. The perimeter is the sum of the lengths of the room border. Depending on the preferences selected in Site preferences, the field may also be labeled in meters.

c. Design Room Code. The original Room Code for the room at the time of initial construction and as identified in site As-Built drawings.

d. Drawing. All drawings should be linked and space discrepancies resolved before beginning the Room Inventory validation. The name of the drawing to which the room is linked appears in this field. Icon can be selected to generate drawing in this section if room is associated to the drawing.

e. Area Cleaned. Area cleaned will typically be the net room square footage minus any immovable equipment or cabinets.

f. Shared Space. The Shared Space capability in the Room Inventory module allows users to capture shared MEPRS space utilization. The Primary Owner of the space should have a percentage equal to or greater than the Secondary Space Owner. Since there can be multiple shared spaces entered, ensure that the Primary Owner of the space is greater than any secondary occupants. A warning will be presented if at any point the Primary Owner no longer claims the greatest percentage of the shared space. If the Secondary Owner does own more space, update the Room Inventory record to reflect the change.

6. ADDITIONAL FUNCTIONS IN ROOM INVENTORY

a. Room Validation. Room Inventory must be validated annually. To ensure a successful and accurate Room Inventory validation, it is recommended to create a 12-month schedule breaking the facility into sections of a more manageable effort. As a best practice, the DMLSS Regulatory Compliance (RC) Procedures and RC Schedule Modules may be utilized so that RC WR's will be generated representing the portion of the room inventory due for validation in the current month. The RC Requirements WR will be closed with details about which departments were validated, any updates that were needed, and how much time was required. The annual validation must verify the following for each room record: Room number, Floor Number, Room Size, Department, Service, Room Type, Current Use Room Code, DMIS ID, Cleaning Requirement, CATCODE, Link to Drawing, and MEPRS. Also, any local use and features values should be validated.

b. Notes. In the Notes window, list information related to the room record currently displayed, for example changes to the Room Use or reason a room was set inactive.

c. Drawing Query. A drawing query in Room Inventory can be accomplished from the room search window. When starting a query, click the "draw" checkbox before initiating the search. All drawings that are associated to the facility will populate. Click the Draw Icon to launch the drawing selected. The Drawbase application opens.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

Unless otherwise noted, these abbreviations and acronyms are for the purposes of this manual.

ASD(HA)	Assistant Secretary of Defense for Health Affairs
CAFM	Computer Aided Facility Management
CATCODE	Category Code (Per DoD Real Property System)
CMMS	Computerized Maintenance Management System
DHA	Defense Health Agency
DHA-TM	Defense Health Agency-Technical Manual
DHP	Defense Health Program
DMIS	Defense Medical Information System
DMLSS-FM	Defense Medical Logistics Standard Support-Facilities Management
FE	Facilities Enterprise
FM	Facility Management
FSI	Facility Systems Inventory
ID	Identifier
MEPRS	Medical Expense and Performance Reporting System
MHS	Military Health System
MILDEP	Military Department
MTF	Military Medical Treatment Facility
RC	Regulatory Compliance
RMO	Resource Management Office
RPIE	Real Property Installed Equipment
RPSS	Real Property Systems Standards
SF	Square Feet
SVC	Service
TMU	Table Maintenance Utility
WR	Work Request

PART II. DEFINITIONS

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

Building. A roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

CATCODE. The most detailed level of classification for real property. Denotes a specific real property type and function in accordance with the current version of the Real Property Categorization System and each MILDEP's specific documentation per the DoD Real Property Management System.

Facility. A building, structure, or linear structure whose footprint extends to an imaginary line surrounding a facility at a distance of five 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." A facility will have a Real Property Unique Identifier (RPUID) received from the Real Property Unique Identifier Registry (RPUIR) and entered into a Service RPI system as a unique real property record.

Internal control. An integral component of an organization's management that provides reasonable assurance that the following objectives are being achieved:

- Effectiveness and efficiency of operations;
- Reliability of financial reporting; and
- Compliance with applicable laws and regulations.

Synonymous with management control, helps government program managers achieve desired results through effective stewardship of public resources.

Predominant current use. The primary use of a real property asset based on the largest quantity of usage for an activity or function as described by the appropriate Facility Analysis Category or CATCODE.

Real property. Land and improvements to land (e.g., buildings, structures, and linear structures (see facility)).

Real Property Installed Equipment (RPIE). An item of equipment that is affixed and built into a facility as an integral part of that facility. To qualify as RPIE, the equipment must be necessary to make the facility complete, and if removed, would destroy or severely reduce the designed usefulness and operation of the facility. RPIE costs are included as a funded initial construction or renovation cost. RPIE may be accounted for as a real property equipment asset record, but not

as a separate facility record in the RPI. RPIE includes such items as chillers, boilers, air handling units, pumps, generators, elevators, electrical panel boards, fire doors, control systems, emergency lighting, etc. For all potential RPIE that could be utilized at an MTF, the MHS RPSS as cited in Reference (h) provides standardized default information including, but not limited to, nomenclature, preventive maintenance procedures, maintenance drivers, maintenance frequencies, and risk categories.”