



THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

Mar 14, 1997

**MEMORANDUM FOR:** DEPUTY SURGEON GENERAL OF THE ARMY  
DEPUTY SURGEON GENERAL OF THE NAVY  
DEPUTY SURGEON GENERAL OF THE AIR FORCE

**SUBJECT:** Policy for the MHSS Information Management/Information Technology Benefits Management Program

This document establishes policies and procedures for implementation of the Information Management/Information Technology Benefits Management Program within the Military Health Services System (MHSS).

Effective immediately, MHSS IM/IT benefits shall be evaluated, documented, and maintained within existing decision and IM/IT review processes, using a Benefits Life Cycle Management approach; estimates will be data-driven, standards used, and oversight processes appropriately instituted and carried out during the entire program life cycle.

In our current business environment, we must continuously assess and reassess the appropriateness of both our IM/IT investments and continued funding. This program will provide managers with guidance materials and management tools to enable them to prepare standard, equivalent, and consistent benefits analyses.

The *MHSS Benefits Management Guidebook* and *Supplement and Toolkit* will be provided to assist managers in the execution of this program. The Functional Manager will conduct the benefits assessment, coordinate it with the Technical Program Manager, and submit it to Defense Medical Information Management (DMIM), the Information Management Program Review Board and the MHSS Proponent Committee through the Executive Agent. The EA is responsible for identifying any deficiencies to the ASD(HA) and for recommending policies, remedial actions and funding as needed to achieve desired benefits.

Edward D. Martin, M.D.

Principal Deputy Assistant Secretary

**HA POLICY 97-039**