



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 4165.01

February 7, 2023

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Director, J-8

SUBJECT: Mandatory Use of the Defense Medical Logistics Standard Support Facilities Management/LogiCole Facilities Management Systems

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), 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 the mandatory use of the Defense Medical Logistics Standard Support-Facilities Management (DMLSS-FM), and its technical replacement system known as LogiCole Facilities Management (LogiCole-FM), as the Computer-Aided Facilities Management (CAFM) and Computerized Maintenance Management System (CMMS) systems of record. Throughout the rest of this document, the term DMLSS-FM/LogiCole-FM will be used to refer to both the existing DMLSS-FM system and improved functionality from the technical refresh to be known as LogiCole-FM, currently in development.

2. APPLICABILITY. This DHA-AI applies to the DHA Enterprise (components and activities under the authority, direction, and control of the DHA) to include: assigned, attached, allotted, or detailed personnel. For DHA publications, the terms "market" or "direct reporting market" includes the Hawaii Market unless otherwise noted in the publication. This applies to all published DHA publications, thereby ratifying any actions taken by the Hawaii Market after establishment.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a) through (l), to:

a. Implement policy, administer Defense Health Program Facilities Operations and Maintenance (O&M) budgets, and perform financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across the Military Health System facilities portfolio consistent with guidance from the Assistant Secretary of Defense for Health Affairs (ASD(HA)).

b. Develop consistent standards for medical facilities management necessary for programmatic oversight of the Defense Health Program.

c. Establish DMLSS-FM/LogiCole-FM as the systems of record for all Military Health System facility real property inventory, room inventory, real property installed equipment inventory, work requests, preventive maintenance procedures and schedules, requirements, projects, drawings, and regulatory compliance data to include related financial data.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, Financial Operations (J-8). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification including 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 Director, 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-AI 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/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-AI:

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).

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Director

#### Enclosures

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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,” April 1, 2022
- (d) Assistant Secretary of Defense for Manpower and Reserve Action Memorandum, “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,” March 27, 2019<sup>1</sup>
- (e) Deputy Secretary of Defense Memorandum, “Continuing Implementation for Reform of the Military Health System,” February 24, 2022<sup>2</sup>
- (f) Deputy Secretary of Defense Memorandum, “Section 711 of the National Defense Authorization Act for Fiscal Year 2019 Implementation,” March 25, 2019<sup>3</sup>
- (g) United States Code, Title 10, Section 1073c
- (h) DHA, “Plan 3: Implementation Plan for the Complete Transition of Military Medical Treatment Facilities to the Defense Health Agency,” Version 6, August 12, 2019<sup>4</sup>
- (i) DoD Directive 7045.14, “The Planning, Programming, Budgeting, and Execution (PPBE) Process,” January 25, 2013, as amended
- (j) DoD Instruction 6015.17, “Military Health System (MHS) Facility Portfolio Management,” January 13, 2012, as amended
- (k) DHA-Procedural Instruction 4165.01, “Real Property Asset (RPA) Management,” June 22, 2017
- (l) Military Standard MIL-STD-1691, “Construction and Material Schedule for Medical, Dental, Veterinary and Medical Research Laboratories,” December 1, 2016<sup>5</sup>

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<sup>1</sup> This reference is located at: <https://community.max.gov/x/aJfehW> and can only be accessed with an approved Max.gov account.

<sup>2</sup> This reference is located at: [https://community.max.gov/x/9\\_G4i](https://community.max.gov/x/9_G4i) and can only be accessed with an approved Max.gov account.

<sup>3</sup> This reference is located at: <https://community.max.gov/x/veG4i> and can only be accessed with an approved Max.gov account.

<sup>4</sup> This reference is located at: <http://facilities.health.mil/Repository/GetFile/56684> and can only be accessed with an approved Max.gov account.

<sup>5</sup> The policy document for this reference is located at: <https://www.wbdg.org/ffc/dha/mil-std-1691-military-medical-and-dental-facilities> and the associated database is located at: <https://dha.max.gov/milstd1691/#/landing-page>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will implement policy, guidance, and instructions consistent with References (b) through (l).
  
2. CHIEF FINANCIAL OFFICER (CFO), J-8. The CFO, J-8 will:
  - a. Prepare and submit program and budget requirements for the DHA Facilities O&M Program pursuant to guidance of the ASD(HA) for the DoD Planning, Programming, Budgeting, and Execution process.
  
  - b. 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)/CFO, and applicable law.
  
3. CHIEF, DEFENSE HEALTH AGENCY-FACILITIES ENTERPRISE (DHA-FE). The Chief, DHA-FE, will:
  - a. Establish DMLSS-FM/LogiCole-FM data standards, operational guidance, and standard operating procedures for an effective CAFM/CMMS management and operations that also include the real property asset (RPA) and drawing management requirements in accordance with Reference (k).
  
  - b. Monitor the operations of DHA Components to ensure conformance with established standards.
  
  - c. Program and budget for CAFM/CMMS maintenance requirements for submission by the Director, DHA as part of the DoD Planning, Programming, Budgeting, and Execution process.
  
  - d. Develop and implement training for DHA-FE processes to include those that are related to DHA-directed data management standards and reporting.
  
4. DIRECTORS, DIRECT REPORTING ORGANIZATIONS (DRO). The Directors, DRO will coordinate with DHA-FE regarding DRO focused facilities requirements via the DRO Facilities Liaison as prescribed in Reference (h) as follows:
  - a. Serve as a communication contact point for disseminating information between the DRO and DHA-FE.
  
  - b. Represent the DRO goals and objectives.

5. FACILITY MANAGERS, DHA FACILITIES. Facility Managers, DHA Facilities will:

a. Ensure all DMLSS-FM/LogiCole-FM records (to include facility inventory, room inventory, real property installed equipment inventory, work requests, preventive maintenance procedures and schedules, requirements, projects, drawings, and regulatory compliance data including related financial data) are complete and up to date in accordance with DHA DMLSS-FM/LogiCole-FM operational guidance and applicable DHA publications and standard operating procedures.

b. Perform annual real property inventory validation and manage these inventories in accordance with DHA DMLSS-FM/LogiCole-FM operational guidance and applicable DHA publications and standard operating procedures as related to or written by DHA-FE.

ENCLOSURE 3

PROCEDURES

1. BACKGROUND. Reference (d) required consolidating the management of all military medical treatment facilities (MTF) under one agency, the DHA. Reference (f) additionally required consolidating the management of DoD public health and medical research, development, testing, and evaluation facilities. These mandates were codified in Reference (g).

2. POLICY. To ensure optimal oversight and management of the Real Property Management and Facility Life Cycle Management operations for all DHA RPAs, to include managing Sustainment, Restoration, and Modernization programs, DHA-FE has mandated the use of the DMLSS-FM/LogiCole-FM systems as the official CAFM/CMMS for all DHA RPAs. As business capabilities within DMLSS-FM are replaced by LogiCole-FM, the mandated use of DMLSS-FM will transfer to LogiCole-FM.

a. The DMLSS-FM/LogiCole-FM systems are critical to the successful planning, programming, and management of the DHA built environment. DHA Components must routinely and accurately enter current data into DMLSS-FM/LogiCole-FM, enabling enterprise-wide facility asset visibility and supporting real-time decision-making capabilities. DHA may help support this mandate via contracts for MTF-level Database Sustainment Specialists, quality assurance oversight, and managerial oversight. Sustained utilization of DMLSS-FM/LogiCole-FM ensures a standardized approach to asset visibility and allows DHA to quantify progress towards agency goals.

b. DHA Components will use DMLSS-FM/LogiCole-FM as the primary automated systems to manage all work in support of Facility Real Property Management and Sustainment, Restoration, and Modernization regardless of how work is funded or executed. This will include maintaining complete and accurate data supporting all DMLSS-FM/LogiCole-FM capabilities as summarized in paragraph 5 of Enclosure 2.

c. DHA Components will follow specific procedures in the DMLSS-FM/LogiCole-FM operational guidance and in applicable DHA publications and standard operating procedures as related to or written by DHA-FE.

## GLOSSARY

### Part I. ABBREVIATIONS AND ACRONYMS

ASD(HA)	Assistant Secretary of Defense for Health Affairs
CAFM	Computer Aided Facility Management
CFO	Chief Financial Officer
CMMS	Computerized Maintenance Management System
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
DHA-FE	Defense Health Agency-Facilities Enterprise
DMLSS-FM	Defense Medical Logistics Standard Support Facilities Management
DRO	Direct Reporting Organizations
J-8	Financial Operations
LogiCole-FM	LogiCole Facilities Management
MTF	military medical treatment facilities
O&M	Operations and Maintenance
RPA	real property asset

### Part II. DEFINITIONS

DHA Components. Under the authority, direction, and control of DHA. NOTE: Includes (Direct Reporting Markets, Small Market and Stand-Alone Military Treatment Facility Organization, Defense Health Agency Regions, and MTFs/Dental Treatment Facilities/Veterinary Treatment Facilities).

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

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).

real property. Land and improvements to land (e.g., buildings, structures, and linear structures).