

**Department of Defense
and
Department of Veterans Affairs
Interagency Program Office (IPO) Charter**

- I. Purpose.** The Interagency Program Office for the Department of Defense (DoD) and the Department of Veterans Affairs (VA) (i.e., the Departments):
- a. Serves as the single point of accountability for the Departments in the development and implementation of the integrated electronic health record (EHR) and Virtual Lifetime Electronic Record (VLER) Health systems, capabilities, and initiatives with the goal of full interoperability between the DoD and VA.
 - b. Is authorized by the Departments to lead, oversee, and manage all interagency planning, programming and budgeting, contracting, architecture, capability acquisition and development, data strategy and management, testing and evaluation planning, infrastructure requirements and funding, common services, implementation, and sustainment related to and including the integrated EHR (iEHR) and VLER Health.
 - c. Serves as the integrated Program Executive Office for iEHR capabilities and systems, and provides direct oversight of all related EHR and VLER Health legacy systems modernization, including open source investments, in the DoD and the VA. The Departments will retain primary focus on sustainment and transition activities.
 - d. Accelerates the exchange of health care information as well as full interoperability of data for health and benefits between the Departments to support the delivery of health care and benefits.
 - e. Leads and directs initiatives identified by the IPO Advisory Board, or Department Secretaries/Deputies, and coordinates with the Health Executive Council (HEC) and Benefits Executive Council (BEC) on requirements and business process reengineering, as needed. These initiatives include, but are not limited to, all iEHR capabilities, current and future joint health IT implementations such as the James A. Lovell Federal Health Care Center in North Chicago, IL, and VLER Health.
 - f. Facilitates the development of and maintains the iEHR Enterprise architecture in conjunction with the efforts of the HEC and its sub-organizations to evolve the current presumptive Departmental EHR architectures into the target iEHR architecture.
 - g. Establishes implementation plans for iEHR solutions based on compliance with the iEHR enterprise architecture in coordination with recommendations and analysis provided by the HEC and its sub-organizations.

II. Scope.

- a. iEHR. With respect to future and existing Departmental capabilities, systems, and budgets associated with the modernization of current EHR systems (e.g., AHLTA, VistA), legacy system interfaces that support or help facilitate health information exchange between the Departments (e.g., Bidirectional Health Information Exchange or Nationwide Health Information Network) and are not specifically part of existing Departmental EHR systems (e.g., included in EHR budgets) are still part of the broader iEHR portfolio, and will be reviewed and approved by the IPO as appropriate. The iEHR portfolio of capabilities and systems is identified in the iEHR Enterprise Architecture.
- b. VLER Health. The VLER Health portfolio of capabilities and systems is identified in the VLER Enterprise Architecture.

III. Mission.

- a. To lead DoD and VA in the development and implementation of EHR and VLER Health systems, capabilities, and initiatives that allow for full information interoperability between the Departments to better serve service members, Veterans and other eligible beneficiaries.
- b. To accelerate the exchange of health care information among the Departments, other federal and private partners, and service members, Veterans, and other eligible beneficiaries.
- c. To inform and otherwise complement other information sharing initiatives within DoD and VA to better enable the Departments to proactively provide the full continuum of services and benefits service members and Veterans have earned via veteran/service member centric processes made possible by effective and efficient, standards-based information sharing.

IV. Authority.

- a. Statutory Authorities.
 - i. The IPO and its associated leadership structure and responsibilities were established in section 1635 of the National Defense Authorization Act (NDAA) for FY 2008, Pub. L. 110-181, as amended by Section 252 of the Duncan Hunter NDAA for FY 2009, Pub. L. 110-417.
 - ii. The IPO receives direction, supervision, and control, including project scope definition and execution guidance, from the Department Secretaries and recommendations from the IPO Advisory Board.
 - iii. The IPO shall also receive guidance from the Joint Executive Council under section 320 of title 38, United States Code.
- b. Derived Authorities from the Departments. To ensure the IPO fulfills its purpose and mission, the Secretary of Defense and the Secretary of Veterans Affairs, respectively, delegate to the Director of the IPO, their authorities to:

- i. Acquire, develop, and implement—to include financial management, and information technology (IT) systems acquisition and development—all common DoD-VA EHR and VLER Health systems, capabilities, and initiatives, as defined by the iEHR and VLER enterprise architectures.
- ii. In collaboration with the HEC and BEC, collect and integrate the Departments' EHR and VLER Health functional requirements into program roadmap(s)/integrated master schedule.
- iii. Develop and propose the interagency budget and acquisition strategies to meet integrated interagency requirements.
- iv. Direct the Departments' personnel resources supporting related interagency initiatives.

V. Reporting Requirements. Per the NDAA for FY 2008, no later than 1 January each year through 2014, the IPO Director shall submit to the Secretary of Defense, the Secretary of Veterans Affairs, and the appropriate Congressional committees a report on the activities of the IPO for the preceding calendar year.

VI. IPO Structure.

- a. **IPO Director.** The IPO Director, whose position was established by the NDAA for FY 2008, will be selected by the Secretary of Defense with concurrence from the Secretary of Veterans Affairs. The IPO Director is also the Program Executive for iEHR and VLER Health and is responsible to:
 - i. Acquire, develop, and integrate major joint DoD-VA Health IT capabilities for the iEHR and VLER Health.
 - ii. Prescribe the Departments' design, development, integration, evaluation, and deployment strategies for iEHR systems, capabilities, and initiatives.
 - iii. Report annually and as otherwise required, to the Secretary of Defense, Secretary of Veterans Affairs, and all relevant Congressional committees on the status of projects, initiatives, and programs under the IPO's purview.
- b. **IPO Deputy Director.** The IPO Deputy Director position, also established by the NDAA for 2008, will be filled by a member of the Senior Executive Service in the Department of Veterans Affairs selected by the Secretary of Veterans Affairs with concurrence from the Secretary of Defense. The IPO Deputy Director is responsible for acting (and authorized to act) in the Director's stead when the Director so designates or is unavailable. The Deputy Director will report to and be under the direction and supervision of the IPO Director. The IPO Deputy Director also serves as the Deputy Program Executive for iEHR and/or VLER Health.
- c. The IPO Director will establish a program manager position for iEHR and a program manager position for VLER Health.
- d. DoD and VA Department personnel will be assigned or detailed to the IPO to effectively and efficiently meet the purpose and mission of the IPO:
 - i. The organization will be staffed by subject matter experts (SMEs) from other VA-DoD efforts (North Chicago, BHIE, Federal Health Information Exchange, Clinical Data Repository/Health Data Repository, etc.), business architecture

- SMEs, data and interoperability standards SMEs, functional SMEs (for efforts related to capability requirements) and clinical staff (to address usability and presentation issues). Personnel from the Departments supporting these efforts may be considered assigned or detailed to the IPO for purposes of such efforts.
- ii. Personnel working on IPO projects, initiatives, and/or programs will be rated/evaluated by either the IPO Director or the Deputy Director, as appropriate, who will then provide this feedback to the appropriate Department leadership.
 - iii. The IPO will determine the requirements associated with personnel billets, and, contingent on IPO approval, the DoD and VA will, consistent with Departmental procedures, provide current or potential employees that fulfill these requirements.
 - iv. The Departments will provide appropriate programmatic support staff sufficient to support task execution.
- e. For the purposes of administrative management and supervision, the IPO resides in the TRICARE Management Activity, which is under the authority, direction, and control of the Assistant Secretary of Defense for Health Affairs and the Under Secretary of Defense for Personnel and Readiness, and is subject to the operational oversight of the Deputy Chief Management Officer, in consultation with the Director of the TRICARE Management Activity and the Assistant Secretary for Information Technology, Department of Veterans Affairs.

VII. IPO Responsibilities. The IPO has the following responsibilities:

- a. Personnel. The Director, IPO is responsible for:
 - i. Developing and requesting current and planned personnel requirements in support of initiatives led by the IPO.
 - ii. Reporting any staff shortages to the Joint Executive Council for any areas that may impact the ability to deliver capabilities on schedule.
 - iii. Directing, supervising, and evaluating the activities of all personnel within, aligned or detailed to the IPO.
 - iv. Rating and evaluating personnel in accordance with the performance management systems of their respective Departments.
- b. Funding and Financial Management. The Director, IPO is responsible for:
 - i. Developing interagency initiative and program budget submissions for iEHR, VLER Health and other joint initiatives led by the IPO and will work with the two Departments to support the budgeting requirements for all related IPO activities as required.
 - ii. Overseeing the expenditure of interagency budgets supporting all IPO work activities.
 - iii. Approving and overseeing the expenditures of Joint Initiative Funds related to efforts under the IPO's direction.
 - iv. Assisting the Departments in preparing, briefing and defending budget appropriations required to support interagency initiatives that are under the authority and direction of the IPO.
- c. Acquisition/Development. The Director, IPO is responsible for:
 - i. Serving as the single point of accountability for the Departments for the rapid

- development and implementation of all iEHR and VLER Health systems, capabilities, and initiatives.
 - ii. Developing and executing acquisition strategies, including funding requirements, to meet interagency requirements.
 - iii. Leading, directing, and managing all interagency capability acquisition and development to include testing and evaluation planning, infrastructure requirements and funding, common services, implementation, and sustainment related to and including the iEHR and VLER Health.
 - iv. Providing the Departments with all relevant information required to support the DoD's and VA's respective acquisition and contracting processes and policies for those activities referred by the IPO to the Departments.
- d. Solution Development and Validation. The Director, IPO is responsible for:
- i. In collaboration with the HEC and BEC, collecting and integrating the Departments' EHR and VLER Health functional capability requirements, and defining the interagency set of requirements into program roadmaps and architectures.
 - ii. Prescribing the technical approach and directing capability development to meet established interagency requirements.
 - iii. Determining and validating Solution Sets that will meet interagency requirements including integration with Open Source solutions, as applicable.
 - iv. Developing and executing interagency integration, testing, and implementation strategies, and reviewing Departmental modernization plans for Departmental-specific EHR capabilities and systems to ensure the proposed technical solution will seamlessly integrate to the iEHR and VLER Health solutions.
 - v. Validating initiative success against interagency integration, testing and implementation strategies.
 - vi. Exercising final decision authority for reporting initiative status (e.g., success) to the Departments or the IPO Advisory Board.

VIII. Department Responsibilities.

- a. Personnel. The Departments are responsible for:
- i. Allocating, aligning and/or detailing Departmental personnel in support of initiatives led by the IPO for those functions under the purview of the IPO as agreed to by the Departments.
 - ii. Fully aligning personnel and activities to IPO-led initiatives, including those for legacy EHR capabilities.
 - iii. Incorporating ratings and evaluations from the IPO for detailed personnel.
 - iv. Assisting with recruitment actions to fill vacancies in billets aligned to the IPO.
 - v. Each Department will provide a second level reviewer for the IPO Director and Deputy Director Performance appraisals.
- b. Funding and Financial Management. The Departments are responsible for:
- i. Incorporating interagency budget submissions from the IPO into their respective Departmental budgeting processes and cycles as required.
 - ii. Aligning and expending Departmental funds associated with the interagency budget in accordance with IPO direction while supporting Departmental

financial management processes and controls, including for legacy EHR and VLER Health capabilities. The parties will jointly develop appropriate agreements, including necessary funding mechanisms, to implement the objectives and responsibilities of this charter pursuant to applicable authority.

- iii. Leveraging the IPO to prepare, brief and defend Departmental budget appropriations allocated to interagency initiatives under the direction of the IPO.
 - iv. Planning, programming, budgeting and execution information for related open source efforts and legacy EHR and VLER Health capabilities and adhering to directions provided by the IPO with regard to funding and financial management.
- c. Acquisition. The Departments are responsible for:
- i. Aligning the IPO-approved interagency acquisition strategies with the respective Departments' acquisition strategies and processes.
 - ii. Mapping Departmental acquisition milestones to the interagency budget, including for legacy EHR and VLER Health capabilities.
 - iii. Providing contracting services as required by the IPO for activities supporting IPO acquisition and development activities.
- d. Solution Development and Validation. The Departments are responsible for:
- i. Establishing the Departments' respective capability requirements, vetting those requirements in joint forums, such as the HEC and BEC, providing those requirements to the IPO, and working with the IPO to develop the iEHR and VLER Health roadmaps.
 - ii. Identifying and allocating resources to meet interagency goals and initiatives led by the IPO.
 - iii. Supporting the development and execution of interagency testing strategies.
 - iv. Incorporating IPO recommendations on Departmental-specific technical solutions for EHR- related capabilities, systems, and initiatives to ensure integration and interoperability with iEHR.

Note: The Director, IPO retains the final decision authority for reporting initiative status (e.g., success) to the Deputy Secretaries and the IPO Advisory Board.

- IX. Charter Administration.** This charter will become effective upon the later date of the below signatures, and shall be reviewed for applicability at a minimum of every two years, or at the request of the IPO Advisory Board. Modifications of the charter will be made in writing with the written consent of DoD and VA.
- X. DoD/VA IPO Advisory Board.** The Director, IPO will collaborate with the DoD/VA IPO Advisory Board. The Charter for the DoD/VA IPO Advisory Board is included as an annex to this Charter.
- XI. Cancellation.** This Charter will be reviewed every two years with modifications presented in writing and the consent of each Department.

Department of Veterans Affairs

By: W Scott Gould

The Honorable W. Scott Gould

Deputy Secretary of Veterans Affairs

Date 10/27/11

Department of Defense

By: W J Lynn III

The Honorable William J. Lynn III

Deputy Secretary of Defense

Date 10/05/11

Annex to IPO Charter
DoD/VA IPO Advisory Board Charter

This Agreement between DoD and VA establishes and clarifies the purpose, structure, and responsibilities of the DoD/VA IPO Advisory Board.

Authority: Section 1635 of the National Defense Authorization Act for Fiscal Year 2008 (P.L. 110-181)

I. Purpose. Comprised of senior leaders from each organization, the IPO Advisory Board will serve as the primary advisors to the DoD Deputy Chief Management Officer (DCMO) and VA Chief Information Officer (CIO) for all matters related to the iEHR and Virtual Lifetime Electronic Record (VLER) Health initiatives. Additionally, the Board will collaborate with the IPO regarding the overall execution of the program and serve as an advocate for iEHR and VLER Health requirements, workflow, and business functional architecture established by the Health Executive Council (HEC).

II. Scope of Responsibilities.

- a. Provides advice on overall program execution and performance.
- b. Advises the DoD DCMO and VA CIO on the functional and business requirements of iEHR and VLER Health initiatives.
- c. Serves as primary advocate for iEHR and VLER Health requirements and workflow established by the HEC.
- d. Members of the IPO Advisory Board provide advice and counsel to the DoD DCMO and VA CIO to support their execution of the following responsibilities:
 - i. Approving program and acquisition plans, resources, and prioritized functional requirements/capabilities to include sequence of clinical capability, common service needs, and gaps to be filled.
 - ii. Providing the necessary Milestone Decision Authority responsibility for the iEHR and VLER Health.
 - iii. Determining strategic priorities, functional/performance requirements, data standards and compliance, architectural requirements, clinical workflows, business process reengineering, system and infrastructure requirements in the event of conflict between the HEC and the IPO Director.
 - iv. Monitoring progress toward program milestones including cost, schedule, and performance with regular IPO Director In-progress Reviews (IPRs).

III. Structure.

- a. Chairmanship: The DoD/VA IPO Advisory Board is co-chaired by the DoD DCMO and the VA CIO.

- b. Membership:
 - i. DoD: Deputy Chief Management Officer; Assistant Secretary of Defense (Health Affairs); Joint Staff Surgeon; Chief Information Officer; Director, Operational Test and Evaluation; Director, Cost Assessment and Program Evaluation; Comptroller; Principal Deputy Under Secretary of Defense (Personnel and Readiness); Deputy Assistant Secretary of Defense for Wounded Warrior Care and Transition Policy.
 - ii. VA: Chief Information Officer; Under Secretary for Health; Under Secretary for Benefits; Chief Technology Officer; Principal Deputy Assistant Secretary for Information and Technology; Principal Deputy Under Secretary for Health; Deputy Under Secretary for Health (Policy and Services); Chief Financial Officer; Assistant Secretary for Policy and Planning.

IV. Procedural Guidelines.

- a. Meetings:
 - i. Meetings are led by the co-chairs and are held every other month. The co-chairs may call additional meetings as required.
 - ii. IPO Advisory Board recommendations are made by mutual consensus of the co-chairs utilizing inputs from the Advisory Board members and supporting working groups as the basis for their recommendations.
- b. Administration: The DoD DCMO, in consultation with the VA CIO, shall appoint an Executive Secretary to the DoD/VA IPO Advisory Board to monitor assignments, disseminate recommendations, coordinate sub-council and work group activities, and provide other support as required.
- c. Review of Charter: This charter will be reviewed annually from the date of approval. Dissolution of the DoD/VA IPO Advisory Board or modifications to this charter will be made in writing and will become effective upon the written concurrence of the DoD DCMO and the VA CIO.

V. Reporting. The DoD/VA IPO Advisory Board reports to the DoD DCMO and the VA CIO.