AMENDED
August 21, 2026

Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

VHA DIRECTIVE 1932(2)
Transmittal Sheet
July 20, 2023

VHA INFORMATION TECHNOLOGY FUNDING AND REQUIREMENTS INTAKE PROCESS

1. SUMMARY OF CONTENT:

a. **Amendment dated August 21, 2026:** Expands the policy to stipulate that all Veterans Health Administration (VHA) information technology requirements, regardless of funding source, must be submitted through the Office of Strategic Investment Management (SIM) as the single authoritative intake mechanism. This amendment aligns with the VHA Restructure for Impact and Sustainability Effort (RISE).

b. **Amendment dated June 10, 2024:** Updates policy ownership and realigns responsibilities from the Deputy Under Secretary for Health (105SIM) to Chief of Staff (10BSIM). This is a non-substantive amendment.

c. **As published July 20, 2023:** This VHA directive required and explained the proper use of the VHA Information Technology funding and requirements intake process managed by the Office of Strategic Investment Management.

2. RELATED ISSUES: VA Directive 6008, Acquisition and Management of VA Information Technology Resources, dated January 6, 2023.

3. POLICY OWNER: The Office of Strategic Investment Management (18SPSIM) is responsible for the content of this directive. Questions may be addressed to VHA10BSIMActionGroup@va.gov.

4. RESCISSIONS: VHA Notice 2022-07, VHA Information Technology Funding and Requirements Process, dated July 20, 2022, is rescinded.

5. RECERTIFICATION: This VHA directive is scheduled for recertification on or before the last working day of July 2028. This VHA directive will continue to serve as national VHA policy until it is recertified or rescinded.

6. IMPLEMENTATION SCHEDULE: This policy is effective upon publication.

BY DIRECTION OF THE OFFICE OF THE UNDER SECRETARY FOR HEALTH:

/s/ Steven Lieberman MD, MBA
Deputy Under Secretary for Health

NOTE: *All references herein to Department of Veterans Affairs (VA) and VHA documents incorporate by reference subsequent VA and VHA documents on the same or similar subject matter.*

DISTRIBUTION: Emailed to the VHA Publications Distribution List on July 20, 2023.

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VHA INFORMATION TECHNOLOGY FUNDING AND REQUIREMENTS INTAKE PROCESS

1. POLICY

a. It is Veterans Health Administration (VHA) policy that VHA Information Technology (IT) needs, whether funded by the VA IT Systems appropriation, Medical Care appropriations, or Veteran Electronic Health Record (VEHR) appropriation, must be submitted through the Office of Strategic Investment Management's (SIM) single authoritative intake process.

b. This process is managed by SIM to ensure VHA IT funding requests include contextual end-to-end architecture understanding, alignment to strategic goals, clearly defined scope via documented business requirements that support consistent enterprise decision making and aggregated prioritization prior to release of VHA funding priorities. Within VHA, IT needs are often complex and may require funding from multiple sources. The VHA IT Governance structure ensures that all IT requirements, regardless of funding source, are submitted through a single authoritative intake process. This process enables comprehensive dependency analysis and alignment to strategic goals, allowing VHA to identify and coordinate the necessary funding streams. **AUTHORITY:** 38 U.S.C. § 7301(b).

NOTE: *This directive specifically excludes systems under the purview of Healthcare Technology Management as defined in VA Directive 6550, Pre-Procurement Assessment and Implementation of Medical Devices/Systems, dated June 3, 2019. This exclusion applies only to the technical Pre-Procurement Assessment (PPA), Enterprise Risk Analysis (ERA), Medical Device Authorizing Official approval, and Healthcare Technology Management (HTM) technical and security review as defined in VA Directive 6550. Medical device acquisition requirements, lifecycle management, and technical oversight remain governed by HTM and Biomedical Engineering policy. This exclusion does not apply to underlying enterprise IT requirements, interface or integration needs, enterprise-level pilot expansions, or enterprise standardization decisions involving medical devices. These items must be submitted through the VHA IT intake process and, where applicable, routed to the VHA Information Technology Committee (ITC) for enterprise standardization coordination.*

2. RESPONSIBILITIES

a. **Executive Director, Strategic Investment Management.** VHA IT Governance responsibilities are supported by SIM and SIM suboffices in accordance with VHA Directive 1217.01(1), VHA Central Office Governance Board, dated September 10, 2021, and the VHA IT Governance Charter(s). The Executive Director, SIM, is responsible for:

(1) Providing oversight support of SIM suboffices that lead the Integration Board (IB) and the Architecture and Requirements Investment Working Group (ARIWG).

(2) Providing oversight for VHA personnel or other authorized stakeholders

compliance with this directive and ensuring corrective action is taken when non-compliance is identified.

(3) Ensuring compliance with established VHA IT Governance and intake processes for VHA IT needs that require funding for development, modernization, enhancement (DME) and acquisition, including provision of staffing resources necessary to support VHA IT Governance processes.

(4) Promoting education of established VHA IT Governance and intake processes within VHA.

(5) Incorporating the need for funding and working through the acquisition process for planning, programming, budgeting and execution (PPBE).

(6) Reviewing and validating VHA IT needs that require funding for DME and acquisition in accordance with established VHA IT Governance and Requirements Management and Multi-Year Programming (MYP) intake processes stated in paragraph 3.

(7) Serving as arbitrator and resolving any questions or issues related to this directive; escalating any questions or issues to VHA IT Governance for resolution when appropriate.

(8) Communicating the contents of this directive to VHA personnel or other authorized stakeholders.

(9) Ensuring that this directive is maintained and revised as required.

b. **Co-Chairs, VHA Information Technology Committee.** ITC makes recommendations to VHA Senior Leadership using established governance structures on all IT matters related to VHA strategy. VHA ITC has the authority to make decisions in accordance with the authority delegated to it. ***NOTE:*** *For more information, see the VHA ITC Charter. This is an internal VA website that is not available to the public.* VHA ITC responsibilities include:

(1) Supporting implementation of this directive via VHA ITC and ad-hoc or permanent working groups as needed, such as Integration Board (IB), Capability Management Boards (CMB), and ARIWG.

(2) Resolving any questions or issues related to this directive escalated by the SIM Executive Director.

(3) Reviewing IT investment recommendations from the IB and endorsing them for approval by the Under Secretary for Health, including supporting documentation necessary to defend requests in the VA IT budget governance process.

(4) Providing pilot scaling oversight of requests for enterprise rollout of IT.

c. **Director, Strategic Investment Management Investment Governance Services.** The Director, SIM Investment Governance Services (IGS), is responsible for:

(1) Serving as the Chair of the IB, which compiles, reviews and recommends to the ITC an integrated health IT portfolio based on CMB prioritization results. For additional IB responsibilities, see the IB Charter (Appendix C) in the VHA ITC Charter. ***NOTE:*** *This is an internal VA website that is not available to the public.*

(2) Overseeing the VHA's IT MYP and Unfunded Requirements (UFR) submission/intake process and informing the SIM Executive Director of all activities supporting MYP, UFR and VHA ITC.

(3) Serving as VHA's representative to the VA IT Workgroup (ITW), ensuring compliance with VA Directive 6008, Acquisition and Management of VA Information Technology Resources, dated January 6, 2023, by adjudicating IT/Non-IT funding determinations, coordinating VHA's implementation of VA Directive 6008, and providing subject-matter expertise on appropriations-law requirements applicable to VHA IT procurements.

d. **Director, Strategic Investment Management Requirements Development and Management.** The Director, SIM Requirements Development and Management (RDM), is responsible for:

(1) Serving as the Co-chair of Architecture, Requirements and Investment Working Group (ARIWG), which supports VHA ITC and CMBs in the preparation and analysis of materials needed in support of the health IT investment decision-making process. For additional ARIWG responsibilities, see the ARIWG Charter (Appendix G) in the VHA ITC Charter. ***NOTE:*** *This is an internal VA website that is not available to the public.*

(2) Overseeing VHA's Requirements Management process and informing the SIM Executive Director of activities in support of VHA requirements management.

(3) Identifying and proposing resolutions for any IT requests that are duplicative or have overlapping scope.

(4) Ensuring capability alignment of IT needs and providing consistent communications associated with VHA capabilities, priorities, and strategic goals.

(5) Providing data to CMBs to assist in making informed recommendations related to the VHA IT Governance Process for defining, evaluating, prioritizing, and recommending VHA-related budget line items in the VA Health IT Portfolio, ensuring recommendations align with ITC criteria including VHA strategic goals and operational priorities, resolving issues in execution, and recommending reprogramming for line items that are not performing.

(6) Performing dependency analysis for proposed IT needs.

(7) Ensuring IT enhancement requests being processed under this directive meet

enterprise compliance gates, including Federal Information Technology Acquisition Reform Act (FITARA) oversight; VA Systems Inventory (VASI) registration requirements (VA Directive 6404, VA Systems Inventory, dated April 28, 2026); cybersecurity authorization controls consistent with VA Directive 6500, VA Cybersecurity Program, dated February 24, 2021; and Authorization to Operate (ATO) requirements.

(8) Coordinating with the Office of Information and Technology (OIT) Health Intake to ensure all enhancements are routed through a single intake.

(9) Coordinating with VHA Tiered Hub so issues that may result in enhancements, procurements, or development are routed into the single intake process.

e. **Director, Strategic Investment Management Business Architecture.** The Director, SIM Business Architecture (BA), is responsible for:

(1) Serving as the Co-chair of ARIWG, which supports VHA ITC and CMBs in the preparation and analysis of materials needed in support of the health IT investment decision-making process. For additional ARIWG responsibilities, see the ARIWG Charter (Appendix G) in the VHA ITC Charter. ***NOTE:*** *This is an internal VA website that is not available to the public.*

(2) Overseeing management of the VHA Health Architecture components, which are utilized to inform IT investments, business processes/understandings, and supports organizational change management and standardization.

f. **Executive Directors, VHA Strategic Divisions**. Executive Directors of VHA Strategic Divisions are responsible for:

(1) Designating Capability Business Owners (CBO) to support each VHA Capability within their Strategic Division.

(2) Ensuring that all strategic division staff comply with this directive and informing leadership when barriers to compliance are identified. ***NOTE:*** *When VHA personnel or other authorized stakeholders request an IT enhancement, it is submitted into a central intake portal and the requirements process. See paragraph 3.*

g. **Capability Business Owners, VHA Strategic Divisions.** CBOs, or an equivalent leadership position, as designated by Executive Directors of VHA's Strategic Divisions, provide strategic leadership for an assigned capability. CBOs are responsible for:

(1) Defining the capability's long-term vision and ensuring that the capability supports enterprise strategic goals and objectives.

(2) Working closely with stakeholders to review IT Enhancement Requests (Requests) and determining how each request aligns with the capability and guide decisions on endorsements, prioritization, and closure.

(3) Acting as the final decision authority on the individual requirement's priority or

whether a Request will be closed.

(4) Reviewing and endorsing VHA IT needs that necessitate discretionary funding, regardless of appropriation funding account (i.e., IT Systems Account, EHR, or Medical Appropriations), for DME and acquisition, in accordance with the established VHA IT Governance and requirements intake processes set forth in paragraph 3.

(5) Prioritizing their capability's needs and requesting funding via the MYP submission/intake process.

h. **Chief Operating Officer / Medical Operations Center Director.** The COO/MOC Director is responsible for consulting with the SIM Executive Director regarding any questions or issues related to this directive. ***NOTE:*** *When VHA personnel or other authorized stakeholders request an IT enhancement, it is submitted into a central intake portal and the requirements process (i.e., Requests and MYP processes). See paragraph 3.*

i. **Veterans Integrated Services Network Director.** The VISN Director is responsible for ensuring that all VA Health Care Service Areas (HSAs) and medical facilities within the VISN comply with this directive and informing leadership when barriers to compliance are identified. ***NOTE:*** *When VHA personnel or other authorized stakeholders request an IT enhancement, it is submitted into a central intake portal and the requirements process (i.e., Requests and MYP processes). See paragraph 3.*

j. **VA Medical Facility Director.** The VA medical facility Director is responsible for:

(1) Ensuring overall VA medical facility compliance with this directive and appropriate corrective action is taken if non-compliance is identified. ***NOTE:*** *When VHA personnel or other authorized stakeholders request an IT enhancement, it is submitted into a central intake portal and the requirements process (i.e., Requests and MYP processes). See paragraph 3.*

(2) Communicating this directive to VA medical facility employees.

(3) Consulting with the SIM Executive Director regarding any questions or issues related to this directive.

3. INFORMATION TECHNOLOGY FUNDING AND REQUIREMENT INTAKE PROCESSES

a. The VHA Requirements Management, MYP and UFR intake processes are part of the overall VHA IT Governance structure that enables VHA leadership to speak with one voice regarding VHA IT needs and ensure business requirements are aligned to VHA IT priorities and budget. SIM is the organization that oversees business requirements, MYP and UFR submissions. This process allows VHA to work with IT partners in OIT and Electronic Health Record Modernization (EHRM) Integration Office (IO), as well as the Office of Management's fiscal officers, to understand VHA IT priorities when considering funding for VHA IT needs. While OIT is the office that has authority over the IT

appropriation, OIT takes great consideration from VA Administrations and Staff Offices on how funding should be applied. Without a standard and robust VHA IT Governance process, it is difficult for VHA to articulate its IT needs in a cohesive, prioritized method causing confusing, disparate and siloed efforts that are supported with inconsistent multi-year funding. These processes serve as the single authoritative entry point for VHA IT needs, regardless of funding source (VA IT Systems appropriation, Medical Care Appropriations, or Electronic Health Care Record Modernization Appropriation). For further details regarding VHA IT Governance management, refer to the ITC Charter. ***NOTE:*** *This is an internal VA website that is not available to the public.*

b. When VHA personnel or other authorized stakeholders identify a need for an IT enhancement or new IT solutions to enhance health care delivery and other services to Veterans, the need is submitted into the VHA Requirements Management process, using the defined central intake portal tool, to capture supporting information and to define and support the need. The VHA Requirements Management process supports IT enhancements requests by gathering information about prioritization, funding and business requirements to inform the development or acquisition of an IT solution to meet the need. This process also ensures that the IT needs are in compliance with enterprise standardization and in referential alignment with VHA's Health Architecture. SIM manages this process and maintains a central repository that allows requestors, program offices and VHA leadership to track IT enhancement requests through the requirements lifecycle. Once properly endorsed for funding by VHA leadership and VHA IT Governance, SIM is the conduit for advancing requests for solutioning by OIT and Major Programs (e.g. EHRM IO, Clinical Services, Integrated Care and Delivery) or other downstream service providers.

(1) **VHA Requirements Management Process.** Any VHA IT DME, or acquisition need identified by VHA personnel or other authorized stakeholders must be submitted through the single intake portal using the standardized VHA Requirements Management process. This process ensures that all requests are documented consistently, traced to clearly defined scope and business requirements, and aligned with the MYP funding cycle. For guidance on when a formal submission (i.e., Request) is required, users may reference the "Is VHA Requirements Management Process Required?" resource at VHA IT Governance, Enterprise Requirements & Architecture Services. ***NOTE:*** *This is an internal VA website that is not available to the public.*

(2) **Multi-Year Programming Process.** All single intake participants and other stakeholders must submit all VHA IT needs through the VHA Requirements Management process via the central intake portal tool. IT needs are incorporated into capability based Business Cases (BCs), which serve as the authoritative structure for documenting, evaluating, and prioritizing VHA's discretionary funding requests. All IT needs must therefore be aligned to the appropriate VHA capability and reflected within the corresponding Capability BC during the annual MYP cycle. Refer to the MYP Process. ***NOTE:*** *This is an internal VA website that is not available to the public.*

(3) **Unfunded Requirements Process.** All single intake participants and other stakeholders must submit all urgent or catastrophic VHA IT needs through the VHA

Unfunded Requirements (UFR) process, which serves as the authoritative structure for documenting, evaluating and prioritizing VHA's urgent or catastrophic IT needs for current year funding and execution.

(4) **Process Standardization.** All single intake participants and other stakeholders must adhere to standardized business processes and architecture conventions. SIM's BA maintains and governs the VHA Health Architecture components, which serve as the authoritative reference models that unify how requirements are organized across VHA, support capability alignment, ensure traceability to enterprise standards, and provide the structured business context required for prioritization, solution analysis, and governance decisions.

4. TRAINING

There are no formal training requirements associated with this directive.

5. RECORDS MANAGEMENT

All records regardless of format (e.g., paper, electronic, electronic systems) created by this directive must be managed as required by the National Archives and Records Administration (NARA) approved records schedules found in VHA Records Control Schedule 10-1. Questions regarding any aspect of records management should be addressed to the appropriate Records Officer.

6. BACKGROUND

a. Federal agencies utilize the Planning, Programming, Budgeting and Execution (PPBE) annual process to manage both mandatory and discretionary spending. VA has been utilizing the MYP process for developing its IT budget priorities since 2006 with OIT managing the funds.

b. VHA creates priorities for allocation of VHA's share of overall funding. This process is a prioritization for resources within each VA organization and across the VA Enterprise (i.e., VHA, Veterans Benefits Administration, National Cemetery Administration, OIT). VHA ITC was established to provide oversight and governance regarding VHA IT needs.

c. The VHA IT Governance structure ensures that VHA IT needs align to strategic goals, business requirements define the scope of each effort, all needs are prioritized against other VHA IT needs and funding has been endorsed by VHA leadership before being communicated with OIT and any other solution providers (e.g., EHRM IO). SIM was established to support VHA's health IT needs by facilitating business transformation, informing change management efforts and providing the information that leaders need to make sound business decisions. SIM is also charged with overseeing the Requirements Management, MYP and UFR processes.

7. DEFINITIONS

a. **Development.** Development is the introduction of any IT solution or service that is entirely new, transformative and not previously enacted or funded.

b. **Enhancement.** An enhancement is any change or modification of any IT solution or service to notably improve capabilities or performance beyond the original implementation through additional functionalities, major error and bug repairs, greater processing speed or better cross-platform compatibility.

c. **Modernization.** Modernization is the transition or migration to new or newly provisioned IT solutions or services to reduce or decommission outdated, insecure or duplicative systems.

8. REFERENCES

a. 38 U.S.C. § 7301(b).

b. VA Directive 6008, Acquisition and Management of VA Information Technology Resources, dated January 6, 2023.

c. VA Directive 6404, VA Systems Inventory, dated April 28, 2026.

d. VA Directive 6500, VA Cybersecurity Program, dated February 24, 2021.

e. VA Directive 6550, Pre-Procurement Assessment and Implementation of Medical Devices/Systems, dated June 3, 2019.

f. VHA Directive 1217.01(1), VHA Central Office Governance Board, dated September 10, 2021.

g. VHA Intranet. VHA Information Technology Committee Charter. ***NOTE:*** *This is an internal VA website that is not available to the public.*

h. VHA Intranet. VHA Information Technology Governance Management. ***NOTE:*** *This is an internal VA website that is not available to the public.*

i. VHA Intranet. Multi-Year Programming. ***NOTE:*** *This is an internal VA website that is not available to the public.*

j. VHA Intranet. VHA IT Governance, Enterprise Requirements & Architecture Services. ***NOTE:*** *This is an internal VA website that is not available to the public.*