

**Department of
Veterans Affairs**

Memorandum

Date: **JAN 25 2018**

From: Executive in Charge for Information and Technology (005)

Subj: Transition Policy supporting the replacement of the IT Acquisition Request System to the Budget Tracking Tool - March 2018 (VAIQ# 7854863)

To: See list Attached

1. Effective March 2018, the IT Acquisition Request System (ITARS) system will be replaced by Budget Tracking Tool (BTT), and all OIT funded procurement actions must be entered into BTT under the new Acquisition Review Module (ARM). Any Non-IT funded products that connect or have the potential to connect to a VA network, or which have the potential to store sensitive data, will be required to be entered, reviewed and approved in ARM (excluding Non-IT funded Medical Devices – VA Directive 6550).
2. The purpose of the transition is to streamline the process by combining acquisition, budget, and the technical review process for all requirements. This will ultimately expand the CIO access and visibility to all IT-related acquisitions in accordance with Federal IT Acquisition Reform Act (FITARA).
3. Access to ITARS will be discontinued, end of February 2018, and no new business will be accepted. However, the ITARS historical data will be maintained and available as “Read Only” access, while the system is undergoing its close out transitions. Historical data will be available upon request from the Strategic Sourcing Office. The final ITARS shut down will be June 2018. BTT will be accessible for new business beginning March 2018. A schedule for BTT training (Live via Lync Online Meeting) will be disseminated for your participation February 2018.
4. Please complete the attached ARM Requestors/Reviewers roster. This roster identifies the valuable roles and expectations, such as, ARM Requestor, Management Quality and Control Reviewers, and FITARA Reviewers, supporting the ITARS to BTT transition. Please reply by February 6, 2018.
5. If you have any questions on the ARM roster submission, BTT training, and ITARS historical data availability, please contact Consuela Beverly – Email: Consuela.Beverly@va.gov or (202) 461-0316. Ms. Luwanda F. Jones – Email: Luwanda.Jones@va.gov or (202) 461-7198, is the Interim Lead IT Executive for Strategic Sourcing.


Scott R. Blackburn

Attachment (2):
Acquisition Review Module (ARM) Phase 1 Overview
ARM Requestors/Reviewers Roster

Transition Policy supporting the replacement of the IT Acquisition Request System to the Budget Tracking Tool - March 2018

Addressees:

Executive in Charge, Veterans Health Administration (10)
Under Secretary for Benefits, Veterans Benefits Administration (20)
Under Secretary for Memorial Affairs, National Cemetery Administration (40)
Assistant Secretary, Office of Public and Intergovernmental Affairs (002)
Assistant Secretary, Office of Operations, Security, and Preparedness (007)
Acting Assistant Secretary, Office of Enterprise Integration (008)
Assistant Secretary, Office of Congressional and Legislative Affairs (009)
Executive Director, Office of Small and Disadvantaged Business Utilization (00SB)
Assistant Secretary for Human Resources and Administration (006)
Executive Director, Office of Acquisition, Logistics, and Construction (003)
Acting Assistant Secretary for Management and Chief Financial Officer (004)

CC:

Acting Principal Deputy Assistant Secretary (005A)
Deputy Chief Information Officer, Account Manager for Corporate (005C)
Deputy Chief Information Officer, Account Manager for Benefits (005C)
Deputy Chief Information Officer, Account Manager for Health (005C)
Deputy Chief Information Officer, Architecture, Strategy and Design (005E)
Deputy Director, Interagency Program Office (005J)
Chief Financial Officer (005F)
Deputy Assistant Secretary, IT Operations and Services (005OP)
Deputy Chief Information Officer, Quality, Privacy and Risk (005PR)
Deputy Assistant Secretary, Enterprise Project Management Division (005Q)
Deputy Assistant Secretary, Office of Information Security (005R)