



DEFENSE HEALTH AGENCY
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FALLS CHURCH, VIRGINIA 22042-5101

DHA Policy Memorandum 22-009
August 14, 2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Personnel Transferred or Assigned to the Defense Health Agency from the
Military Departments

REFERENCES: (a) United States Code, Title 5, Section 3341
(b) United States Code, Title 10, Section 1073c
(c) Section 711 of The John S. McCain National Defense Authorization
for Fiscal Year 2019
(d) Section 737 of the National Defense Authorization Act for Fiscal Year 2020
(e) Department of Defense Directive 5136.13, "Defense Health Agency,"
September 30, 2013, as amended

This Defense Health Agency (DHA) Policy Memorandum, based on the authorities listed above, provides guidance on the use of military members assigned to the DHA and civilian employees who have been transferred to DHA from a Military Department (MILDEP) (i.e., where DHA has authority, direction, and control over these personnel). This memorandum does not apply to contract employees.

As a general matter, military members assigned and civilian personnel transferred to the DHA from a MILDEP must perform their DHA functions, duties, and responsibilities once assigned or transferred and may not perform those of their originating MILDEP unless the appropriate DHA authority has entered into an agreement with or detailed personnel back to the MILDEP. In a circumstance in which there is insufficient time to memorialize the agreement in writing, verbal authorization for the agreement is permitted and should be followed by a written agreement within sixty calendar days.

For personnel details, the applicable DHA Component Director (e.g., Direct Reporting Markets, Small Market and Stand-Alone Military Medical Treatment Facility (MTF) Organization, Defense Health Agency Regions, or MTF Directors) must approve such details back to the MILDEPS and must have sufficient justification, based on DHA mission demands, for doing so. The detail must be beneficial to both DHA and the MILDEP. Details will be kept to the minimum amount of time necessary to address temporary, short-term, or exigent concerns. Details may not extend beyond 120 days, unless renewed by the detailing authority in 120 day increments (which should be rare). DHA will retain administrative control over all detailed personnel.

Details must be in writing, noted in the incumbent's electronic Official Personnel File, and include the following, at a minimum:

- A description of the nature of the temporary, short-term, or exigent concern necessitating the detail;
- A description of the DHA mission interest in allowing the detail;
- Certification that the work to be performed cannot be accomplished within the MILDEP's available resources and that required knowledge or skills are inherently governmental (or when not inherently governmental, that they are not readily accessible through contract with the private sector);
- A thorough description of responsibilities the detailee is to perform;
- Certification that the detail duties will be commensurate with a detailed military member's grade and general duties or a detailed civilian employee's current series and grade;
- The specific criteria for the ending of the detail or a specific ending date;
- Information regarding supervision and other personnel matters (e.g., requesting leave, performance report inputs, information technology support, system access, etc.); and
- Any additional information relevant to the detail.

Health care within an MTF is solely a DHA responsibility; therefore, details or agreements to provide health care within an MTF on behalf of a MILDEPS are not authorized. However, agreements are permitted in which DHA component directors agree to follow MILDEP policy or requirements when providing health care in situations where DHA policy does not exist.

If this memorandum is in conflict with any formal transition plans with provisions related to details, those transition plans will apply until their expiration. Please address questions regarding this DHA-Policy Memorandum to Mr. Ronald A. Hamilton who may be reached at ronald.a.hamilton2.civ@mail.mil. This DHA-Policy Memorandum is cleared for public release.

/S/
RONALD J. PLACE
LTG, MC, USA
Director

DISTRIBUTION:

Defense Health Agency Assistant Directors, Deputy Assistant Directors, and Special Staff
Directors, Defense Health Agency Direct Reporting Markets
Director, Small Market and Stand-Alone Military Medical Treatment Facility Organization
Directors, Defense Health Agency Small Markets
Directors, Defense Health Agency Regions
Directors, Defense Health Agency Military Medical Treatment Facilities
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