



UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-1500

PERSONNEL AND  
READINESS

JUN 7 2018

MEMORANDUM FOR UNDER SECRETARY OF THE ARMY  
UNDER SECRETARY OF THE NAVY  
UNDER SECRETARY OF THE AIR FORCE  
VICE CHIEF OF STAFF, ARMY  
VICE CHIEF OF NAVAL OPERATIONS  
VICE CHIEF OF STAFF, AIR FORCE

SUBJECT: Manpower Requirements Validation for the Defense Health Agency Headquarters

Together with your teams, the Department has established the framework to implement section 702 of the National Defense Authorization Act for Fiscal Year 2017 (Public Law 114-328), *Reform of Administration of the Defense Health Agency (DHA) and Military Medical Treatment Facilities (MTF) across the Department of Defense (DoD)*. In order to ensure this effort's success, I am directing the establishment of cross-Service manpower teams to conduct a zero-based review of DHA headquarters' current and future requirements. This effort will be funded by my office.

I am requesting that each Military Department provide four manpower professionals, to support this endeavor. We will leverage the expertise resident in your organizations, such as the U.S. Army Manpower Analysis Agency, the Navy Manpower Analysis Center, and the Air Force Manpower Analysis Agency, to comprise cross-Service manpower teams with the proficiency to conduct a management advisory assessment that will yield a valid, defensible baseline for current and upcoming requirements for DHA headquarters. To assure independence, medical manpower and other medical staff will be limited to providing subject matter expertise as requested by a cross-Service manpower team. These teams will report to the Director of the MHS Transition Team, and will be assisted by my Total Force Manpower and Resources Directorate.

With a view to informing the Fiscal Year 2020 Program Budget Review, we anticipate that the final report from the teams will be complete no later than September 1, 2018. I understand that this timeline is aggressive. However, I am confident your manpower experts can help us meet this goal. My expectation is that teams will be assembled by July 2, 2018.

My point of contact for this initiative is Lt Col William Clayton (703-695-6403/ william.j.clayton2.mil@mail.mil). Please ask your representative to provide Lt Col Clayton with a list of your four nominations no later than June 15, 2018. Thank you for supporting this critical effort, and please do not hesitate to reach out to me personally should you have any questions.

Robert L. Wilkie

cc:  
Chief Management Officer  
Director, Cost Assessment and Program Assessment  
Director of the Joint Staff  
Assistant Secretary of Defense for Health Affairs  
Director, Defense Health Agency