



# Defense Health Agency

## PROCEDURAL INSTRUCTION

NUMBER 5025.01

April 1, 2022

---

---

A&M/J-1

SUBJECT: Publication System

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Procedural Instruction (DHA-PI), based on the authority of References (a) through (e), and in accordance with the guidance of References (f) through (n), Reference (o) Sections 702 and 703, and References (p) through (s), promulgates guidance, assigns responsibilities, and prescribes procedures for the development, coordination, approval, and review of the Defense Health Agency's (DHA) Publication System. This DHA-PI:

a. Establishes the DHA Publication System to facilitate timely development and coordination processes for DoD-wide procedural and technical guidance, regulations, and instructions to support the Assistant Secretary of Defense for Health Affairs (ASD(HA)) in the administration of all authorized DoD medical and dental programs. DHA publications do not establish policy; they provide procedures and guidance to implement overarching policy or legislative direction.

b. Supports the DHA as a Combat Support Agency in accordance with Reference (e), specifically the mission involving support for operating forces (Combatant Command level and below) engaged in planning for, or conducting, military operations, including support during conflict or in the conduct of other military activities related to countering threats to United States (U.S.) national security.

c. Establishes the DHA Publication Website on the unclassified DHA Intranet (.mil domain) and the Internet (public domain). The DHA Publications Internet Website at <https://health.mil/Reference-Center/Policies> (unclassified) is the official Military Health System source for DHA publications cleared for public release. The DHA Publication System Office (PSO) SharePoint site hosts processing guidance and procedures for DHA publications, is accessible with a valid Common Access Card (CAC).

2. **APPLICABILITY.** For DHA assigned functions, this DHA-PI, in accordance with Reference (a), applies to:

a. The DHA and DHA Components (activities under the authority, direction and control of DHA), Combatant Commands, Office of the Chairman of the Joint Staff and the Joint Staff, Military Departments (including the Coast Guard at all times, including when it is in the Department of Homeland Security by agreement with the Department), and DHA field activities (remote locations).

b. The Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to Reference (a), to establish and maintain a DHA Publication System for the development, coordination, approval, and periodic review of DHA publications. In accordance with Reference (a), the DHA will:

a. Develop DHA publications as defined in Table 2.

b. Develop procedural-based DHA publications implementing health policies and DoD issuances developed by the ASD(HA) for the DoD Components on matters pertaining to the DoD.

c. Convert existing legacy procedural publications into DHA-PIs or Defense Health Agency-Procedures Manuals (DHA-PMs) no later than their next review.

d. Develop procedural-based DHA publications implementing policies developed by the Office of the Secretary of Defense (OSD) and DoD Component heads, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, and other designated organizations, for which the DHA has responsibility for supporting the planning and execution of military operations in accordance with Reference (e).

e. Ensure DHA publications providing procedures to execute DoD issuances and other DoD policy are available to all users and are aligned to the corresponding DoD policy.

f. Maintain a Publication System that is timely, responsive, collaborative, and transparent outlining methods to adjudicate critical issues and legal objections elevated during coordination.

g. Review all DHA publications prior to the 10-year anniversary of their publication date to ensure they are necessary, current, and consistent with DoD or Office of the ASD(HA) policy, existing law, and statutory authority, with the DHA publication being reissued or canceled as a result. All DHA publications, excluding Defense Health Agency-Interim Procedures Memorandums (DHA-IPM), carry an expiration date of 10 years from their date of publication.

h. Ensure Action Officers (AO) write DHA publications in plain language in accordance with Reference (f).

i. Ensure the use of the name or mark of any specific manufacturer, commercial product,

commodity, or service in this publication does not imply endorsement by the DHA.

4. CANCELED DOCUMENT. This DHA-PI cancels DHA-PI 5025.01, “Publication Systems” of August 28, 2018.
  
5. RESPONSIBILITIES. See Enclosure 2.
  
6. PROCEDURES. See Enclosures 3 through 6.
  
7. PROPONENT AND WAIVERS. The proponent of this publication is the Director, Administration and Management (J-1). When Activities are unable to comply with this publication, the activity may request a waiver that must include a justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the Director, Administration and Management (J-1) to determine if the waiver may be granted by the Director, DHA or their designee.
  
7. RELEASABILITY. **Cleared for public release**. This DHA-PI is available on the Internet from the Health.mil site at <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.
  
8. EFFECTIVE DATE. This DHA-PI:
  - a. Is effective upon signature.
  
  - b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date.
  
9. FORMS. The following DHA Forms are available at [https://info.health.mil/cos/admin/DHA\\_Forms\\_Management/Lists/DHA%20Forms%20Management/AllItems.aspx](https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx).
  - a. DHA Form 136, Publication Comment Matrix
  
  - b. DHA Form 137, Consolidated Publication Comment Matrix

c. DHA Form 138, Publication Review

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

Enclosures

1. References
2. Responsibilities
3. General Provisions
4. Coordination Standards and Requirements
5. Reviews, Revisions, and Changes of Defense Health Agency Publications
6. Legal Reviews

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....7

ENCLOSURE 2: RESPONSIBILITIES.....8

    DIRECTOR, DEFENSE HEALTH AGENCY .....8

    DIRECTOR, J-1, DEFENSE HEALTH AGENCY .....8

    DEFENSE HEALTH AGENCY PUBLICATIONS OFFICER .....8

    DEFENSE HEALTH AGENCY DIRECTOR OF STAFF, ASSISTANT DIRECTORS,  
    DEPUTY ASSISTANT DIRECTORS, J-DIRECTORS, AND SPECIAL STAFF .....9

    DEFENSE HEALTH AGENCY OFFICE OF GENERAL COUNSEL ..... 10

    CHIEF, DEFENSE HEALTH AGENCY COMMUNICATIONS DIVISION ..... 10

    DEFENSE HEALTH AGENCY PHYSICAL SECURITY OFFICER..... 10

    DEFENSE HEALTH AGENCY FORMS MANAGER..... 10

    DEFENSE HEALTH AGENCY INFORMATION MANAGEMENT COLLECTION  
    OFFICER ..... 10

    SECRETARIES, MILITARY DEPARTMENTS ..... 11

    DEFENSE HEALTH AGENCY MARKET, SMALL MARKET AND STAND-ALONE  
    MILITARY MEDICAL TREATMENT FACILITY ORGANIZATION, AND  
    DEFENSE HEALTH AGENCY REGION DIRECTORS..... 11

    DEFENSE HEALTH AGENCY MILITARY MEDICAL TREATMENT  
    FACILITY/DENTAL TREATMENT FACILITY DIRECTORS..... 11

    DEFENSE HEALTH AGENCY PUBLICATION ACTION OFFICERS..... 12

    MEMBERSHIP, PUBLICATION WORKGROUP ..... 13

ENCLOSURE 3: GENERAL PROVISIONS..... 14

    DEFENSE HEALTH AGENCY PUBLICATION WEBSITE ..... 14

    RELEASABILITY OF PUBLICATIONS ..... 14

    DETERMINING WHEN DEFENSE HEALTH AGENCY PROCEDURES ARE  
    NEEDED..... 14

    DEFENSE HEALTH AGENCY TYPES OF PUBLICATIONS ..... 15

    DEFENSE HEALTH AGENCY PUBLICATION PROCESS ..... 17

ENCLOSURE 4: COORDINATION STANDARDS AND REQUIREMENTS..... 27

    COORDINATION PROCESS-STANDARDS AND REQUIREMENTS.....27

    COORDINATION-RESPONSES AND RESOLVING ISSUES.....28

ENCLOSURE 5: REVIEWS, REVISIONS, AND CHANGES OF DEFENSE HEALTH  
    AGENCY PUBLICATIONS ..... 32

    CURRENCY, CHANGES, CANCELATIONS, AND EXPIRATIONS ..... 32

    CURRENCY OF DEFENSE HEALTH AGENCY-PROCEDURAL INSTRUCTIONS,

DEFENSE HEALTH AGENCY-PROCEDURAL MANUALS, DEFENSE HEALTH AGENCY-TECHNICAL MANUALS, DEFENSE HEALTH AGENCY-ADMINISTRATIVE INSTRUCTIONS, AND DEFENSE HEALTH AGENCY-MULTI-SERVICE REGULATIONS .....	32
CURRENCY OF DEFENSE HEALTH AGENCY-INTERIM PROCEDURES MEMORANDUMS .....	32
CHANGES TO DEFENSE HEALTH AGENCY PUBLICATIONS .....	33
TYPES OF ACTIONS .....	33
CANCELATIONS .....	34
ENCLOSURE 6: LEGAL REVIEWS .....	36
INTERNAL REVIEW .....	36
LEGAL OBJECTION REVIEW .....	36
LEGAL SUFFICIENCY REVIEW .....	36
GLOSSARY .....	37
PART I: ABBREVIATIONS AND ACRONYMS .....	37
PART II: DEFINITIONS .....	38
TABLES	
1. Types of Publications .....	16
2. Defense Health Agency Publication Process Overview .....	26
3. Types of Actions .....	34

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013, as amended
- (b) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA)),", September 30, 2013, as amended
- (c) Deputy Secretary of Defense Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (e) DoD Directive 3000.06, "Combat Support Agencies (CSAs)," June 27, 2013, as amended
- (f) DoD Instruction 5025.13, "DoD Plain Language Program," January 23, 2020
- (g) DoD Directive 5205.02E, "DoD Operations Security (OPSEC) Program," June 20, 2012, as amended
- (h) DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015, as amended
- (i) DoD Instruction 5230.09, "Clearance of DoD Information for Public Release," January 25, 2019
- (j) DoD Manual 7750.08, "DoD Forms Management Program (FMP) Procedures," February 25, 2020
- (k) DoD Instruction 8910.01, "Information Collection and Reporting," May 19, 2014, as amended
- (l) DoD Manual 5205.02, "DoD Operational Security (OPSEC) Program Manual," November 3, 2008, as amended
- (m) DoD Administrative Instruction 15, "OSD Records and Information Management Program," May 3, 2013, as amended
- (n) DHA-Administrative Instruction 5010.01, "Forms Management Program," January 12, 2021
- (o) United States Code, Title 10
- (p) United States Code, Title 29, Chapter 16, Section 794d (also known as Section 508 of the Rehabilitation Act)
- (r) DHA-Administrative Instruction 5015.01, "Records Management Program
- (s) DoD Instruction 5200.48, "Controlled Unclassified Information," March 16, 2020

ENCLOSURE 2  
RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and the ASD(HA), and in accordance with DoD policies and issuances, the Director, DHA will:

- a. Manage the execution of procedures for DHA operations developed by the ASD(HA) pursuant to Reference (b) in the administration of all authorized DoD medical and dental programs.
- b. Establish procedures to implement DoD policy in the administration of DoD medical and dental programs.
- c. Ensure all OSD, DoD Components, and non-DoD federal agencies with equity in a DHA publication are given the opportunity to coordinate when such publication is written, changed, or revised.
- d. Approve and sign all DHA publications processed in accordance with this DHA-PI. Before signing, ensure publication is not less restrictive than any applicable DoD publications.
- e. Review requests for extensions to expiration dates of publications forwarded by PSO and determine whether to approve the extension request.

2. DIRECTOR, J-1, DHA. The DIRECTOR, J-1, DHA, in addition to the responsibilities in paragraph 4 of this enclosure, will:

- a. Maintain oversight activities and management controls for all publications processed through the DHA Publication process.
- b. Oversee the review of all DHA publications for pre-signature operational/ informational security clearance in accordance with Reference (g).

3. DHA PUBLICATIONS OFFICER. The DHA Publications Officer will:

- a. Manage and administer the Publication Program in accordance with this DHA-PI.
- b. Establish and maintain standard formats, templates, and procedures for developing and processing DHA publications.
- c. Support AO training and resourcing with information on the publication process both prior to and throughout the publication process.



d. Publish DHA publications on the public Internet and DHA's CAC-enabled mhs.health.mil website, as required.

e. Coordinate on all DHA publications, ensure timelines are followed, and facilitate the movement through the process in accordance with the established timelines in Enclosure 3.

f. Advise and assist the DHA Director of Staff (DoS), Assistant Directors (AD), Deputy Assistant Directors (DAD), J-Directors, and Special Staff in determining whether a DHA publication should be published as a DHA-PI, DHA-PM, Defense Health Agency-Technical Manual (DHA-TM), Defense Health Agency-Administrative Instruction (DHA-AI), DHA-IPM, or Defense Health Agency-Multi-Service Regulation (DHA-MSR).

g. Provide guidance to help all stakeholders fulfill their responsibilities in the DHA Publication System process.

h. Ensure the DHA PSO Websites are maintained and updated as changes to publications occur.

i. Update Publication AOs on the progress of individual publications, including requesting action and status on publications not being worked in accordance with timelines.

j. Advise and actively engage AOs when DHA publications are nearing expiration dates.

k. Oversee the maintenance and preservation of supporting and historical documents that constitute the official records of the development and publication of DHA publications in accordance with References (m) and (r).

l. Conduct weekly assessments to check for any DoD Issuances that may require the creation of a DHA publication. If PSO identifies DHA responsibilities, the topic will be tasked via DHA Tasking System to the appropriate DAD or Special Staff.

m. Review, in coordination with DHA office of primary responsibility (OPR), Market and military medical treatment facility (MTF) publications prior to issuance to determine if the content is applicable for adoption as a DHA-wide procedure or it is unique to the Market or MTF.

n. Notify the OPR when the publication is officially published.

4. DHA DoS, ADs, DADs, J-DIRECTORS, AND SPECIAL STAFF. The DHA DoS, ADs, DADs, J-Directors, and Special Staff, must:

a. Initiate and coordinate publications within their directorate in accordance with the guidance delineated in this DHA-PI.

b. Validate the requirement to develop a DHA publication.

- c. Assign an AO, who is the subject matter expert (SME), to serve as the AO for each publication within their directorate or office purview.
  - d. Coordinate on relevant DHA publications. DHA DoS, ADs, DADs, J-Directors, may delegate this authority to their principals, deputies, but no further.
  - e. Engage AOs and relevant DHA leadership as needed to ensure publication timelines are met.
  - f. Provide all DoD Components and non-DoD federal agencies with equity in a DHA publication the opportunity to coordinate informally and/or formally when the publication is written or revised.
  - g. Adjudicate critical nonconcurrences when unable to be resolved at lower levels.
  - h. Include at least two metrics that address: implementation, effectiveness, and/or outcomes where applicable.
5. DHA OFFICE OF GENERAL COUNSEL (OGC). The DHA OGC in addition to the reviews outlined in Enclosure 6, must provide:
- a. DHA Director, DoS, ADs, DADs, and J-Directors, as requested, legal advice when the OPR is developing, drafting, or revising DHA publications, and during the adjudication of formal coordination comments.
  - b. All required legal reviews, including a pre-signature legal sufficiency review (LSR), for all proposed DHA publications in accordance with the timelines in Enclosure 3.
6. CHIEF, DHA COMMUNICATIONS (COMMS) DIVISION. The Chief, DHA COMMS Division must provide a pre-signature clearance review for all publications proposed for public or restricted release in accordance with Reference (i).
7. DHA PHYSICAL SECURITY OFFICER. The DHA Physical Security Officer must provide a pre-signature clearance review for all publications proposed for public or restricted release in accordance with Reference (l).
8. DHA FORMS MANAGER. The DHA Forms Manager must review all DHA publications ensuring forms are properly documented and in compliance with References (c) and (j).
9. DHA INFORMATION MANAGEMENT COLLECTION OFFICER (IMCO). The DHA IMCO must review all DHA publications identifying information collection requirements in

accordance with Reference (k). If there is an information collection requirement, the IMCO will provide the information collection paragraph for insertion into the publication.

10. SECRETARIES, MILITARY DEPARTMENTS. The Secretaries, Military Departments are responsible for:

- a. Ensuring the Military Department comply with publications issued by DHA under the authority of Reference (a) and Reference (o), Section 1073c.
- b. Ensuring Military Department-specific policies are canceled or revised when they conflict with DHA guidance as it relates to authorities exercised by the Director, DHA under Reference (a), and Reference (o), Section 1073c.
- c. Submitting to Director, DHA recommendations to establish or revise DHA publications.

11. DHA MARKET, SMALL MARKET AND STAND-ALONE MILITARY MEDICAL TREATMENT FACILITY ORGANIZATION (SSO), AND DEFENSE HEALTH AGENCY REGION (DHAR) DIRECTORS. Market, SSO, and DHAR Directors must:

- a. Ensure MTF Directors comply with the guidance contained in this DHA-PI.
- b. Utilize DHA-AI or DHA-PM format for issuance of publications at the Market, SSO, and DHAR.
- c. Ensure publications issued under their authority are review biannually.
- d. Utilize DHA publication formats prescribed in this DHA-PI.
- e. Ensure publications do not conflict or are less restrictive than with higher authority guidance

12. DHA MTF/DENTAL TREATMENT FACILITIES (DTF) DIRECTORS. The DHA MTF/DTF Directors must:

- a. Ensure compliance with the guidance contained in this DHA-PI.
- b. Utilize DHA-AI or DHA-PM format for issuance of publications at the MTF/DTF.
- c. Ensure publications issued under their authority are review biannually.
- d. Utilize DHA publication formats prescribed in this DHA-PI.

e. Ensure publications do not conflict or are less restrictive than with higher authority guidance.

13. DHA PUBLICATION AOs. The DHA Publication AO must:

a. Act on behalf of the ADs, DADs, J-Directors, or Special Staff to resolve internal coordination impasses, and facilitate the resolution of nonconcurs, as appropriate, to ensure the timeliness of responses during coordination. May provide documentation of directorate or office withdrawal of a nonconcur in accordance with this instruction.

b. Act as the liaison between the SME(s) within their organization and serve as the primary point of contact (POC) for all DHA Publication System actions. The DHA Publication AO will be the primary responsible party to establish and maintain lines of communication with the following stakeholders throughout all the stages of the process: responsible DHA Directorate leadership, DADs, J-Directors, Special Staff, PSO, workgroups members, and any other stakeholders or organizations having equity in the publication.

c. Maintain familiarity with and manage directorate Publication System forms and reports for their DoS, ADs, DADs, J-Directors, or Special Staff; track and manage coordination requests on other directorate DHA Publication System items, as necessary. Currently, all DHA publications are tracked via the PSO Scorecard and PSO Publications Report and sent to stakeholders weekly. The AO is responsible for tracking and reporting updates to PSO.

d. Serve as the directorate POC for all required PSO reports; this may involve coordination with the DHA Directorates, the Military Departments, OSD, DoD Components, and applicable Markets.

e. Attend DHA Publication System training class within 60 calendar days of reporting to DHA and as appropriate for refresher training to maintain familiarity with this issuance.

f. Utilize the DHA Tasking System as the system for all correspondence and document exchange with PSO throughout the official process.

g. Ensure all required DHA Publication System supporting documentation (comments matrix, Executive Summary (EXSUM), coordination sheet, and forms, etc.) are loaded into the DHA Tasking System.

h. Ensure processing standards and timelines for completing a DHA publication are met.

i. Be held accountable for the publication through the entire process and assist PSO with sharing of process updates, training, and coordination.

j. Complete the PSO Editor's checklist to ensure compliance with publication requirements before submitting the draft to PSO for initial review. Checklist can be found on the PSO SharePoint site: <https://info.health.mil/cos/admin/pubs/Resources/Forms/AllItems.aspx>.

k. Maintain bi-directional feedback loops with stakeholders at all publication draft phases as this is the number one enabler of an efficient process, consensus on publication content, and publishing an effective and measurable document.

l. Maintain records and information, including background materials used in the development and preparation of publications, in accordance with the OSD Records and Information Management Program, References (m) and (r).

m. Ensure publications containing controlled unclassified information have the proper document markings in accordance with Reference (s).

14. MEMBERSHIP, PUBLICATION WORKGROUP. The DHA Publication Workgroup consists of internal DHA and external component stakeholder SMEs. The external component (Military Departments, Joint Staff, etc.) is responsible for identifying the SMEs under their authority. Designated SMEs serve as a link to their respective organization (specialty community, DHA directorate, Service, etc.) through all phases of informal coordination (Stages 0 through 1). Workgroup members will:

a. Serve as the liaison between the workgroup and his or her leadership and is responsible for providing updates on the proposed publication.

b. Be actively involved in development and review of the proposed publication.

c. Communicate concerns with the procedures contained in the proposed publication to command leadership and the workgroups.

d. Ensure proposed publications are vetted with their respective organization..

ENCLOSURE 3

GENERAL PROVISIONS

1. DHA PUBLICATION WEBSITE. The DHA Publication Website is the official DHA source for DHA publications. If a publication is not posted on the website, it is considered unauthorized. The DHA Website is located at: <https://health.mil/Reference-Center/Policies>.

a. Unclassified Website. The unclassified website contains:

(1) All current, approved, and unclassified publications in portable document format (PDF).

(2) A listing of canceled publications.

b. DHA Publication SharePoint Site. To support an agile and flexible publication process, the PSO SharePoint site provides POCs, AOs, and coordinators guidance on the development, revision, coordination, and approval of DHA publications. The DHA Publication SharePoint site contains:

(1) Templates, forms, common reference citations, and examples.

(2) Instructions for preparing and coordinating a publication.

(3) OGC legal review processes (see Enclosure 6).

(4) Processes for engaging DADs, Directors, or Special Staff, if necessary.

(5) An explanation and listing of the publication numbering system.

2. RELEASABILITY OF PUBLICATIONS. Release and distribution of DHA publications will be either “cleared for public release” or “not cleared for public release” (see Glossary). DHA publications published on the unclassified website, including those available only to users with valid CAC cards, must be cleared for public release by DHA COMMS Division in Step 3.2 of the publications process (see Table 2).

3. DETERMINING WHEN DHA PROCEDURES ARE NEEDED. The DHA develops technical guidance, procedures, and instructions to manage Enterprise Activity, identified functions, and activities of the DoD to include but not limited to, the TRICARE Health Plan, pharmacy programs, medical education and training, medical research and development, health

information technology, healthcare facility planning, public health, medical logistics, acquisition, medical budget and resource management, common business and clinical processes, healthcare operations, medical force readiness, warrior care transition, and other shared or common functions or processes, as determined by the ASD(HA) and in accordance with Reference (a).

a. The genesis for procedural-based DHA publications stems from multiple sources, to include new law, DoD regulations, ASD(HA) direction, or identified gaps in existing procedures. Additionally, the need to promulgate procedural-based DHA publications includes scheduled renewal of guidance, separating the procedural execution from the overarching policy, or bundling like-processes.

b. DHA publications implementing health policies developed by ASD(HA) for the DoD Components on matters pertaining to the Military Health System will be aligned and synchronized in development with the ASD(HA) policy issuances.

#### 4. DHA TYPES OF PUBLICATIONS

a. The DHA produces six types of publications: DHA-PI, DHA-PM, DHA-TM, DHA-IPM, DHA-MSR, and DHA-AI. The DHA also produces policy memorandums, which are discussed in paragraph 5.b. of this enclosure.

b. Unauthorized DHA publications, as defined in the Glossary, are not enforceable because they are not official DHA publications. Unauthorized DHA publications must be reported to the DHA Publications Officer. When an unauthorized DHA publication is identified by the PSO, the OPR must:

- (1) Withdraw the document;
- (2) Change the document so that it no longer assigns responsibilities outside the OPR; or
- (3) Convert the document to a DHA publication in accordance with this DHA-PI.

c. Table 1 includes information about the purpose, content, page length, and signature level of each type of publication. Full definitions of the DHA Publication types are in the Glossary.

Table 1. Types of Publications

<b>Publication Type</b>	<b>Purpose and Content</b>	<b>Length</b>	<b>Signature Level</b> (Those “acting” in or performing the duties of a position whose holder is authorized to sign a publication may also sign the publication)
<b>DHA-Procedural Instruction</b>	<p>Implements policy, assigns responsibilities within a functional area that standardizes processes to be used throughout the DoD in the administration of all authorized DoD medical and dental program.</p> <ul style="list-style-type: none"> <li>• Provides overarching procedures to execute policy within the DoD.</li> <li>• Issues program direction for the execution of policy within the DoD.</li> </ul>	No more than 50 pages including enclosures. If more than 50 pages are required, a DHA-PI could be separated into volumes.	Director, DHA
<b>DHA-Procedures Manual OR DHA-Technical Manual</b>	<p>DHA-PMs implement policy within a functional area that standardizes processes to be used throughout activities of the DoD in the administration of all authorized DoD medical and dental programs by providing detailed procedures on managing or operating functional areas and providing administrative information.</p> <p>DHA-TMs provide procedures for operation, maintenance, and training requirements to deploy a process or system.</p>	If more than 100 pages are required, a DHA-PM or DHA-TM could be separated into volumes.	Director, DHA
<b>DHA-Interim Procedures Memorandum</b>	<p>Issued only for time-sensitive actions and only when time constraints prevent publishing a new DHA-AI, DHA-PI, DHA-TM, or DHA-PM. Can undergo expedited coordination with only mandatory coordinators and OGC. The DHA-IPM consists of the following:</p> <p>Two to three page cover memo and an enclosure.</p> <p>Enclosure may be a standard operating procedure or a flowchart, etc.</p> <p>Effective for no more than 12 months from the date signed.</p>	Two to three page cover memo.	Director, DHA
<b>DHA-Administrative Instruction</b>	Implements policies and procedures governing DHA Headquarters and DHA Components (activities under the authority, direction, and control of DHA).	No more than 50 pages including enclosures.	Director, DHA Deputy Director, DHA
<b>DHA-Multi-Service Regulation</b>	<p>A regulation containing principles, terms, tactics, techniques, and procedures used by DHA and the forces of one or more of the Services to perform a common military function. It is approved by DHA and one or more Services and is promulgated as a Service regulation/ publication. It may include differing perspectives on operational employment and is authoritative to the same extent as other Service publications but requires judgement in application.</p> <p>It must be consistent with approved joint publications.</p>	No more than 100 pages including enclosures.	Director, DHA and Designated Service Representative
<b>Publication Duration</b>	<p><b>DHA-PIs, DHA-PMs, DHA-TMs, and DHA-AIs</b> – Publications should be updated or canceled within 10 years of their original publication date. The Director, DHA, may approve an extension to the expiration date of a DHA Publication.</p> <p><b>DHA-IPMs</b> – DHA-IPMs will be 1) incorporated into an existing DHA-AI, DHA-PI, DHA-PM, or DHA-TM; 2) converted to a new DHA-AI, DHA-PI, DHA-PM, or DHA-TM; 3) reissued, or 4) canceled within 12 months of the date signed unless the Director, DHA, approves an extension.</p>		



## 5. DHA PUBLICATION PROCESS

a. The DHA publication process for a DHA-PI, DHA-PM, DHA-TM, DHA-IPM, DHA-MSR, and DHA-AI consists of four stages. Stage 0: Working Group Formation (Pre-Work); Stage 1: Development; Stage 2: Formal Coordination; and Stage 3: Signature and Publication.

### (1) Stage 0: Working Group Formation (Pre-Work)

(a) Step 0.1: Procedural guidance requirement identified.

1. In addition to ASD(HA), any DHA stakeholder can identify a requirement to develop (new) or revise (rewrite or substantive change) publications or forms. The DHA stakeholder should first determine if a new publication or form is required. Inadequate research could result in issuing more than one publication or form on the same subject, conflicting instructions, or publishing a nonessential or incomplete publication or form. Check the DHA Publications Internet Website to determine if any other publication or form has a similar subject. If there is a related publication or form, consider consolidation/revision of publication or adoption of the form.

2. There are several different ways in which requirements can be identified to include existing Military Department policies, procedures, and regulations, DoD-level guidance, best practices, and a validated need. Review higher authority policies, directives, and publications to identify specific directions and responsibilities needing to be implemented. Ensure the implemented document contains direct authorities for the unit/organization/office issuing the publication.

(b) Step 0.2: The DoS and/or J-Director or the AD and/or DAD validates requirement for development of a DHA publication and notifies PSO. The DoS and/or J-Director, or the AD and/or DAD conducts an initial review and determines if a publication is required or needs updating. The DoS and/or J-Director, or the AD and/or DAD should consider the impact and risk of not implementing.

1. Disapprovals. If the requirement is not approved, the process ends.

2. Approvals. If the DoS and/or J-Director or the AD and/or DAD validates the requirement for development of DHA publication, proceed to Stage 0.3.

(c) Step 0.3: DoS and/or J-Director, or the AD and/or DAD identifies AO. The AO identifies stakeholders and workgroups.

1. The DoS and/or J-Director, or the AD and/or DAD assigns an AO who is responsible for identifying and leading the workgroups, keeping the DoS and/or J-Director, or the AD, and/or DAD and constituents informed of content and status, and overseeing the development and process of the publication issuance until publication.

2. A workgroup is established by an existing charter. When a chartered workgroup does not exist, the DoS and/or J-Director, or the AD and/or DAD determines if a new workgroups will need to be created. When applicable, the AO should use the Charter template on the PSO SharePoint site:

<https://info.health.mil/cos/admin/pubs/Resources/Forms/AllItems.aspx>. When forming a workgroup, AOs must identify SMEs for the respective publication topic and where possible, leverage existing working groups or operational bodies (e.g., DHA clinical communities, Tri-Service working groups). If Military Department-level representation is required for new working groups, a formal request to the appropriate Military Department Assistant Secretary must be signed by the Director, DHA and forward via DHA's Tasking System. AO Stakeholders, field representatives (if applicable), and the OPR may assist in assigning SME's to the workgroups. Workgroups should represent and make decisions on behalf of their OPR and keep their OPR and constituents informed of content and status. A chartered workgroup may not be required for DHA publications that only apply to DHA and DHA Components.

(d) Step 0.3.1: AO creates List of Contributing Officials (LOCO) Sheet. The LOCO is located on the PSO SharePoint site:

<https://info.health.mil/cos/admin/pubs/Resources/Forms/AllItems.aspx>

(e) Step 0.4: DoS and/or J-Director, or the AD and/or DAD approves workgroups charter, if applicable. AO provides respective DoS and/or J-Director, or the AD and/or DAD with a charter for approval.

(f) Step 0.5: The OPR creates an action tasking in the DHA Tasker System and emails PSO the OPR, type of publication (e.g., DHA-PI, DHA-AI), subject, the Tasking System number, and the AO name.

(2) Stage 1: Development (55 business days for Stage 1)

(a) Step 1.1: The overall 120-business day timeline commences with the issuance of the DHA Tasking System action identification number by the OPR and notification to PSO. All tasking and formal communications corresponding to DHA publication process, and coordination assignments, must flow through DHA Tasking System. The workgroups develop a draft publication. The following information will assist the AO, who has a 30-day timeline in drafting the publication.

1. Required Documents and Guidance. Download and use the DHA approved resources located on the PSO SharePoint site:

<https://info.health.mil/cos/admin/pubs/Resources/Forms/AllItems.aspx>.

a. Publication Preparation Checklist. The Publication Preparation Checklist should be used as guidance for new, rewritten, and substantive changes to publications throughout the process from beginning to end.

b. Issuance Template. Use the appropriate template for developing the issuance.

c. EXSUM and the Director's Memorandum. These templates are used only for formal coordination. There will be different EXSUM template when preparing the publication for final signature. An EXSUM provides a clear and concise overview of the publication package. It allows the reader to better contextualize issues and become familiar with a large body of material more quickly. **Note:** DHA publications that only apply to DHA and DHA Components do not require an EXSUM and Director's Memorandum for formal coordination.

d. A DHA Form 136 with the type and title of the publication indicated.

e. A Digital Coordination Sheet. This will document the DoS and/or J-Directors, or the AD and/or DAD coordination.

2. Kickoff Meeting. The OPR or designated AO conducts a kickoff meeting with the workgroups, providing the task, timeline, and expectations of the publication requirement.

3. Relevant Military Department Publications. The workgroup identifies relevant Military Department publications that can inform the planned DHA publication and procedures. Workgroup members must identify additional relevant guidance impacting the planned publication, including: statutory or regulatory provisions, DoD-level policies (e.g., DoD Directives, Instructions, or Manuals), Military Department publications, other DoD Component guidance, or established best practices, all of which should be referenced within the draft DHA publication if they provide additional guidance or support the implementation of the publication. The workgroup identifies all incorporated and/or considered documents to identify which lower level documents (impacting Military Departments and MTFs) need to be modified or rescinded upon publication of the DHA-level document.

4. Draft Publication Issuance. Using the appropriate publication issuance template, the workgroup prepares the draft publication and keeps their respective OPR and constituents informed of content and status during development. See Table 1 to determine which type of publication best suits the topic and scope of the information being written. AO may also contact PSO for advice concerning choosing a publication type, creating a title, and coordinating the draft publication.

5. Key Sections. There are three key sections in DHA publication, except for DHA-IPMs.

a. Applicability. Statement should be drawn from command/activities and individuals having action in the responsibilities enclosure.

b. Responsibilities. This enclosure identifies the officials who will carry out the procedures in this publication. It assigns responsibilities or action that will be carried out by a specific position (e.g., Director, J-1; DAD, Medical Affairs) not offices, or organizations. This enclosure states official's responsibility, but generally not how the official should execute the responsibility.

c. Procedures. The procedures are the central element of the publication. This enclosure explains how a policy is carried out. A brief description of procedures should be placed before signature and further detailed procedures placed in enclosure(s).

6. Informal Coordination. The workgroup informally coordinates the draft procedures issuance with workgroup members and other stakeholders to obtain their comments and concurrence. The workgroup obtains coordinating input during the drafting process (prior to formal coordination) utilizing the DHA Form 136, "Publication Comment Matrix." The workgroup adjudicates comments received and updates the issuance accordingly. The AO is the lead responsible for convening the workgroup to develop and adjudicate draft content. The comments from DHA Form 136, should be consolidated on to DHA Form 137, "Consolidated Publication Comment Matrix."

7. Finalized Draft. When the workgroup considers the procedures issuance and supporting documents final and ready for administrative review, proceed to Stage 1.2. The AO requests, and the PSO provides, coordination review of the draft issuance and supporting documents. The AO submits a clean (no comments or track changes present), Microsoft Word® copy of the publication package (procedures issuance, EXSUM, Director's Memorandum, DHA Form 136, DHA Form 137, LOCO, and Coordination Sheet) to the PSO via DHA Tasking System.

(b) Step 1.2: Forms Management Office (FMO) and PSO administrative review. (10 business days)

1. Publication Number. Publications use the DoD numbering system. A changed or rewritten publication normally keeps its assigned number.

2. Step 1.2.1.a: FMO conducts review to identify forms requirements. If a form is identified in a publication, FMO assists with the creation and publishing of the required form (2 business days). See Reference (n).

3. Step 1.2.1.b: PSO conducts administrative review for completion and compliance with this DHA-PI (5 business days). PSO will:

- a. Review the documents for compliance.
- b. Identify edits (formatting, grammar, punctuation, spelling, writing style errors, etc.) or may correct the document if edits are minor and not critical.
- c. Return the publication to the AO via DHA Tasking System.

4. Step 1.2.1.c: The AO/workgroup revises the procedures issuance, accepting or rejecting edit recommendations, as appropriate. (3 business days)

a. The AO considers the publication final and suitable for use within DHA. The AO submits the publication to the OPR for review and approval for initial DoS and/or J-Director, or the AD and/or DAD review. If the OPR disapproves, the AO/workgroup reworks the document. The OPR approves the package to be tasked for DoS and/or J-Director, or the AD and/or DAD approval.

b. AO ensures publication is tasked via DHA Tasking System to the DoS and or respective J-Director, or the respective AD and/or DAD for signature on the coordination sheet.

(c) Step 1.3: DAD or J-Director approves prepared package for formal coordination. (5 business days)

1. Once the AO obtains the signature from the respective Director on the coordination sheet, the approved publication package will be uploaded into the DHA Tasking System.

2. The AO then notifies PSO that the DHA Publication tasker is ready for further processing. PSO sends the package to the Publication Officer for review and coordination.

(d) Step 1.4: PSO reviews formal coordination package and obtains Director's signature on Director's Memorandum. (10 business days)

1. Step 1.4.1: PSO ensures all comments and feedback are adjudicated, formal coordination package is complete and has the required AD and/or DAD/Director coordination. The package includes the draft publication, EXSUM, LOCO, Director's Memorandum, blank DHA Form 136, and DHA Coordination Sheet for the DHA Front Office's request for Formal Coordination (with appropriate Service Assistant Secretary, DoS, ADs, DADs, J-Directors, Deputy Assistant Secretary of Defense (DASD), and stakeholders), and a consolidated DHA Form 137 documenting the comments received during informal coordination. DHA publications only applying to DHA and DHA Components do not require formal coordination via the DHA Front Office and do not require coordination with Service Assistant Secretaries and may proceed to proceed to Step 2.1. (4 business days)

2. Step 1.4.2: PSO tasks the Correspondence Control Office (CCO). (1 business day)

3. Step 1.4.3: Front Office signs memorandum. (5 business days)

(3) Stage 2: Formal Coordination. (35 business days). Coordination is a process in which an OPR obtains endorsements to publish from offices with functional interest/technical expertise, oversight responsibilities, statutory/regulatory review requirements, and is completed prior to obtaining the necessary certifying and approving officials' signatures. Coordinating with all appropriate offices is necessary to ensure accuracy, currency, enforceability, and legality of the procedures or guidance. DoS and/or J-Director, or the ADs and/or DADs and Special Staff, through their AOs, determine the appropriate offices/organizations from which coordination

should be obtained for a draft publication, prior to certification and/or approval. DHA publications only applying to DHA and DHA Components will be coordinated with appropriate DASDs, DHA Directorates/Special staff, SSO, and DHARs.

(a) Step 2.1: The OPR initiates formal coordination with stakeholders.

1. For DHA publications requiring Military Department coordination, the OP initiates formal coordination by assigning the publication to appropriate Service Assistant Secretary, DASD(s), and DHA stakeholders via DHA Tasking System for Formal Coordination once the Director, DHA, signs the Director's Memo (25 business days)

2. For DHA publications only applying to DHA and DHA Components, OPR initiates formal coordination with DHA stakeholders via DHA Tasking System (10 business days)

(b) Step 2.2: Formal coordination is concluded and AO adjudicates comments received during formal coordination.

1. The AO updates draft publication and consolidates the comments on to the DHA Form 137. These AO must ensure the following documents are prepared and submit them to PSO via the DHA Tasking System: (10 business days)

a. EXSUM

b. TAB A – Signature ready publication

c. TAB B – LOCO

d. TAB C – Completed DHA Form 137

e. TAB D – Consolidated Formal Coordination Sheet

f. TAB E – All Military Department coordination sheets/memorandums (not required if Service coordination was not required)

g. TAB F – Final DHA Coordination Sheet, signed by the AD and/or DAD

2. Resolving Comments. AOs must resolve all comments before submitting the publication for final processing and publishing. During formal coordination, the AO is responsible for the adjudication of all comments. If a nonconcur comment cannot be resolved, the AO must make one attempt to resolve the nonconcur comment. If the comment cannot be resolved, the AO elevates the unresolved nonconcur comments to their DHA DAD or J-Director. The DHA DAD or J-Director may choose to continue negotiations with the stakeholders or chose to proceed to Stage 3. If the nonconcur is not resolved, the final signature EXSUM must contain both DHA's and nonconcurring activity's positions. The DHA DAD or J-Director must keep the AD or DoS informed of all unresolved nonconcur comments.

3. The AO is not required to resubmit/follow-up with the coordinator to resolve administrative and/or substantive comments for “Concur with Comment.” AOs must include a record of the resolution of comments within the tasker for the publication. AO should make a copy of resolved comments available for viewing by all coordinators. See Enclosure 4 for more information regarding coordinating and adjudicating comments.

(4) Stage 3: Signature and Publication (30 business days)

(a) Step 3.1: PSO and FMO review of final signature package. (6 business days)

1. Step 3.1.1: FMO review of publication to confirm any forms issues are resolved. (2 business days)

2. Step 3.1.2: PSO conducts final quality review of the publication and the formal coordination materials. PSO staff will forward to the Publication Officer who conducts a final review and approves package for next steps. If the package contains unresolved comments or requires content changes, the PSO notifies and returns the package to the AO via the DHA Tasking System. After corrections are made, the AO resubmits the package to the PSO. The Publications Officer validates the following documents are included during final review: (4 business days)

a. EXSUM

b. TAB A – Signature ready publication

c. TAB B – LOCO

d. TAB C – Completed DHA Form 137

e. TAB D – Consolidated Formal Coordination Sheet

f. TAB E – All Service coordination sheets/memorandums (not required if Service coordination was not required)

g. TAB F – Final DHA Coordination Sheet, signed by the DoS and/or J-Director, or the AD and/or DAD

(b) Step 3.2. Operations Security (OPSEC)/COMMS/OGC coordinates on publication. (12 business days)

1. Step 3.2.1: PSO tasks via the DHA Tasking System:

a. OPSEC and COMMS to conduct review and coordinate. COMMS will ensure publications posted to the DHA Publication Website are Section 508 compliant with Reference (p). (3 business days)

b. OGC to conduct a legal review and coordinate. Legal review is discussed further in Enclosure 6. (10 business days)

2. Step 3.2.2. Adjudication of OPSEC/COMMS/OGC comments and verification of the completion of the final signature package. (2 business days)

(c) Step 3.3: DHA Director reviews and signs publication. (10 business days)

1. The DHA Director is the final approval authority for all DHA publications. Approval is the act of approving the release of publications for compliance and enforcement that are necessary, attesting to the currency of information, and consistency with existing laws, procedures, guidance, and DHA Mission.

2. If authority is delegated to sign the publication, the delegation letter should be on file with the appropriate office or a copy should be attached to the final package.

(d) Step 3.4. Publishing and posting of signed publication. (2 business days)

1. PSO posts the signed publication to the PSO SharePoint site. If the publication is approved for public release and is Section 508 compliant, PSO will request COMMS post the signed publication to the DHA website.

2. File Issuance. The signature package is filed in the official publication records, maintained by the PSO.

b. The DHA publication process for a DHA-Policy Memorandum consists of the following steps:

(1) The OPR drafts a DHA-Policy Memorandum and obtains the coordination of their DAD.

(2) The OPR tasks the policy memorandum to CCO via the DHA Tasking System.

(a) CCO and PSO review of the policy memorandum.

1. CCO receives tasker and reviews the memorandum for compliance. After, CCO tasks OGC for review of the policy memorandum. Once complete and any OGC questions are adjudicated by the OPR, CCO tasks the finalized policy memorandum to PSO.

2. PSO conducts review, assigns a DHA-Policy Memorandum number, and obtains COMMS and OPSEC approval for posting to the DHA Publication Website.

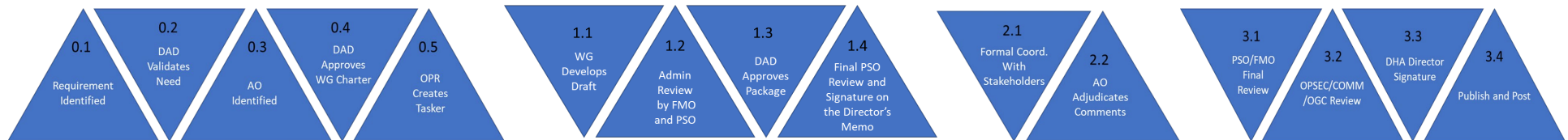
(b) PSO returns policy memorandum to CCO via the DHA Tasking System to OPR to obtain the DoS or AD's signature on the DHA-Policy Memorandum.



(3) OPR obtains AD's signature and tasks signed DHA-Policy Memorandum to PSO via DHA Tasking System.

(4) PSO distributes and posts signed DHA-Policy Memorandum following the procedures set forth in paragraph 5.a.(4)(d) of this enclosure.

**Table 2. Defense Health Agency Publication Process Overview\***



Stage	Description
Working Group Formation	0.1: Procedural guidance requirement identified 0.2: DAD or J-Director validates need for development of DHA publication and notifies PSO 0.3: DAD or J-Director identifies AO, stakeholders and workgroup 0.3.1: List of Contributing Offices (LOCO) created 0.4: DAD or J-Director approves workgroups charter 0.5: OPR creates tasker and emails PSO with complete publication information
Development (55 business days)	1.1: DHA Tasking System number assigned. Workgroup develops draft and supporting documents using writing guide and DHA PI-5025.01 for guidance and tasks to PSO (30 business days) 1.2: FMO and PSO administrative review (10 business days) 1.2.1.a: FMO conducts review (2 business days) 1.2.1.b: PSO conducts administrative review for completion and compliance with DoD and DHA issuance standards (5 business days) 1.2.1.c: AO adjudicates feedback (3 business days) 1.3: DAD or J-Director approves formal coordination package (5 business days) 1.4: PSO final review, tasking to CCO, and Front Office signature on the Director's Memorandum (10 business days) 1.4.1: PSO reviews formal publication package and Publications Officer coordinates on draft (4 business days) 1.4.2: PSO tasks CCO (1 business day) 1.4.3: Front Office reviews publication and signs Director's Memorandum (5 business days)
Formal Coordination (35 business days)	2.1: OPR coordinates with stakeholders (25 business days) 2.2: AO adjudicates comments and returns updated draft and consolidated DHA Form 137 (10 business days)
Signature & Publication (30 business days)	3.1: PSO and FMO conducts final quality review (6 business days) 3.1.1: FMO review (2 business days) 3.1.2: PSO review (4 business days) 3.2: OPSEC/COMM/OGC review and coordination and compliance with Section 508 is obtained (12 business days) 3.3: DHA Director reviews and signs publication (10 business days) 3.4: PSO posts signed publication on the DHA website and PSO SharePoint site, according to releasability (2 business days)

\* This four-staged process applies to DHA-PIs, DHA-PMs, and DHA-TMs. DHA-AIs are not coordinated externally to the DHA; therefore, Stages 1.4.2 and 1.4.3 are not required and the DHA-AI coordination process can occur more rapidly. DHA-IPMs require coordination only with mandatory coordinators and OGC given their time-sensitive nature (see DHA-IPM Process Overview).

ENCLOSURE 4

COORDINATION STANDARDS AND REQUIREMENTS

1. COORDINATION PROCESS-STANDARDS AND REQUIREMENTS

a. Required Coordinators. The DHA DoS, ADs, DADs, J-Directors, and Special Staff with equity in a DHA publication must be listed on the coordination sheet as coordinating officials. DHA Directors and Special Staff specifically assigned responsibilities must be designated as primary coordinators. DADs or J-Directors should ensure all divisions under their authority with equities are given an opportunity to review the publication. This coordination may be listed on the coordination sheet, labeled “Other,” or handled separately as appropriate. DHA-IPMs must be coordinated with the mandatory coordinators, at a minimum, and must receive an LSR; see Enclosure 6 for required coordination with OGC. Due to the time-sensitive nature of DHA-IPMs, all coordinators (except for mandatory) will be collateral.

b. Coordination Type. The three types of coordination are mandatory, primary, and collateral.

(1) Mandatory. Indicates mandatory coordination is required. Mandatory coordination on all publications is required by DHA PSO, FMO, OGC, COMMS Division, IMCO, and OPSEC.

(2) Primary. Indicates an official has equity in the DHA publication and coordination is required. This could include the Secretaries of the Military Departments, DASDs, Office of the Joint Staff, and DHA DoS, ADs, DADs, J-Directors, Markets, SSO, and DHARs. If coordination is not provided by the suspense date, the OPR may continue with the DHA Publication approval process. DHA publications should not be delayed waiting for late coordination or comments; however, the missing coordination must be addressed in the EXSUM requesting signature of a DHA publication.

(3) Collateral. Indicates an official has no apparent equity in a DHA publication, but is provided an informational copy and has the option to comment. A DHA publication must not be delayed waiting for late coordination or comments from a collateral coordinator. Collateral coordinators will be included on the final consolidated coordination sheet only if they provide coordination.

c. Coordination Duration. DHA publications exceeding the DHA publication timeline risk becoming obsolete giving changing law, regulatory guidance, and other U.S. policy documents (e.g., Executive Orders). In order to prevent this from happening, coordinations are valid for a limited time.

(1) Coordinations are considered valid for 90 business days.

(2) Coordinations for Federal Register DHA publications are valid for an unlimited time as long as the associated rulemaking action is actively worked by the OPR.

## 2. COORDINATION-RESPONSES AND RESOLVING ISSUES

a. Coordination Responses. The only acceptable types of responses during formal coordination are:

(1) Concur

(2) Concur with Comment. This is concurrence with non-critical substantive or administrative comments. Note: critical comments must not be included in a “Concur with Comment” response, because critical comments as defined below indicate that the coordinator does not concur.

(3) Nonconcur with Comment. Comments may be a combination of administrative, substantive, and critical. Coordinators must specify which, if any, substantive comments are grounds for the nonconcurrence.

(4) No Comment. A coordinator responds to a request for coordination but does not concur, nonconcur, or comment. This response signifies the coordinator has reviewed the DHA publication and does not have an equity interest in it.

b. Comment Types. All coordinators must use the DHA Form 136 to record official comments during formal coordination. The only acceptable types of comments, as defined in the Glossary, are:

(1) Critical. Identification of a critical comment is considered to be a justification for an **automatic nonconcur** by the coordinator.

(a) Critical comments are those identifying:

1. Violations of law or contradictions of Executive Branch policy or of policy established in DoD policy.

2. Unnecessary risks to safety, life, limb, or DHA material; waste or abuse of DHA appropriations; or imposition of an unreasonable burden on a coordinator’s resources.

(b) When a coordinator has one or more critical comments, that coordinator’s coordination must reflect a nonconcur.

(2) Substantive. Substantive comments are made when a section in a DHA publication appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when a coordinator disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a coordinator

to nonconcur on a DHA Publication. Coordinators can nonconcur with substantive comments, but must clearly indicate in a memorandum or on the DHA Form 136 which comments are the basis for the nonconcur.

(3) Administrative. Administrative comments submitted by the coordinators must **not** be included in the consolidated DHA Form 137 submitted for signature of a DHA publication; however, they should be considered by the AO and changes made to the DHA publication as appropriate. Administrative comments have no substantive aspects of a DHA publication. Administrative comments address correcting dates of references, organizational symbols, format, grammar, and spelling mistakes.

c. Adjudicating Comments. The OPR AO prepares a consolidated DHA Form 137 to adjudicate the coordinators' comments in accordance with the instructions on the DHA Form 137 and guidance on the DHA Publication website.

d. Resolving Nonconcurrences

(1) Nonconcurrences should be resolved between the concerned parties at the lowest possible level before a DHA Publication is approved and published. The resolution process, and the manner in which it is conducted, is the responsibility of the AO. Resolving a nonconcurrency may consist of:

(a) Informal or formal exchanges by phone, email, or memo;

(b) Meetings and working groups that involve the DHA PSO, DHA Directorate(s), Primary DHA Publication AOs, or other senior leadership;

(c) A request to the DHA PSO to mediate between the DADs, J-Directors, and/or Special Staff leadership, the Services, and/or external stakeholders.

(2) Resolution of a nonconcurrency must be documented by the coordinating OPR in a written formal withdrawal of the nonconcurrency **except** when the comments leading to the nonconcurrency are accepted in full and incorporated into the DHA Publication (in which case, no formal withdrawal of the nonconcurrency is required). The written formal withdrawal will be in the form of either a signed memorandum, or digitally signed email and/or coordination sheet from the coordinating organization. The coordinating DHA Directorate or Special Staff provides the nonconcurrency withdrawal to the DHA PSO. It may be signed:

(a) At the same (or higher) level as the original coordination; or

(b) By the DHA Publication AO. This authority may **not** be redelegated.

(3) If the OPR is unable to resolve a nonconcurrency and receive a formal withdrawal within the completion timeline for the DHA Publication, the nonconcurrency must be addressed in the EXSUM. Both sides of the disagreement must be clearly and succinctly addressed in the EXSUM, along with a recommendation for the approving authority.

(4) Attempts should be made to resolve impasses at the lowest possible level before elevating issues to the relevant DAD. The AO should attempt to resolve nonconcurs by engaging with applicable Functional Capability, workgroups, and SMEs. As necessary, PSO actively engages with the applicable functional capability group or working group via phone or email to schedule briefings, meetings, or discussions on behalf of the AO to facilitate resolution. Once every effort to resolve has been exhausted, the AO should elevate the issues to their assigned DAD or J-Director. As necessary, the applicable DAD or J-Director may assist in resolving a critical nonconcurrency for topics that align to the provision of services within their assigned directorate involvement or adjudication is “by exception,” required only when the AO encounters an impasse resolving critical comments and is unable to progress to formal coordination. Any stakeholder who has issued a nonconcur must provide a brief statement which identifies the primary point of contention. Therefore, the position of the stakeholder can be accurately represented to the DAD or J-Director, informing their decision. This statement must be captured in the EXSUM. If a DAD or J-Director cannot resolve the nonconcur, the DAD or J-Director determines if the issue requires routing to Director, DHA, for publication. The Director, DHA, makes the final determination on all nonconcurs.

e. Extension Request. Extensions are requested via email via the DHA Workflow box, [dha.ncr.j-6.mbx.publications-office@mail.mil](mailto:dha.ncr.j-6.mbx.publications-office@mail.mil). They are approved first by the Publication Officer and every request after that is approved by the AO.

f. Late Coordinations

(1) If a primary coordinator provides coordination **after** the suspense date, the OPR should make every effort to include the coordination and comments; however, it is not required if it significantly delays progress of the DHA publication to be signed.

(2) The EXSUM requesting signature of a DHA publication must acknowledge receipt of the late coordination and explain, if necessary, why the OPR proceeded without including any comments made. The OPR may consider incorporating the late comments as a substantive change after the DHA publication is signed.

g. No Response to Coordination Request. If **primary** coordinators do not respond by the suspense date, either in the DHA Tasking System, to the DHA workflow email, or directly to the AO, the OPR will:

(1) Enter “No Response” next to that primary coordinator on the consolidated final coordination sheet that is submitted with the EXSUM.

(2) Explain in the EXSUM why it is appropriate for the signature authority to sign the DHA publication without a primary coordinator’s response. Any attempts to obtain the coordination, or additional information explaining the circumstance, should also be included.

h. Recoordination

(1) DHA PSO may require recoordination of a DHA publication to ensure the DHA Directorates, the Military Departments, or external stakeholders with equities have the opportunity to comment if:

(a) The OPR made substantial changes to a DHA publication resulting from the comment adjudication process (e.g., new DoD policy impacting the DHA publication was established or responsibilities assigned outside the OPR).

(b) The coordinations are outdated and no longer viewed as valid (see paragraph 1.c. of this enclosure for the coordination duration associated with DHA publications).

(2) The DHA PSO identifies these matters to the OPR, AO, and DHA Publication Front Office and discusses the need to recoordinate the DHA publication.

ENCLOSURE 5

REVIEWS, REVISIONS, AND CHANGES OF DEFENSE HEALTH AGENCY  
PUBLICATIONS

1. CURRENCY, CHANGES, CANCELATIONS, AND EXPIRATIONS. On the first workday of each quarter, PSO will task out via the DHA Tasking System a list of the publications to the OPR that are due to be reissued, will expire, or require a change or cancellation within the upcoming year.

2. CURRENCY OF DHA-PIs, DHA-PMs, DHA-TMs, DHA-AIs, AND DHA-MSRs

a. Currency. A publication is current when the associated policy, stated authorities, responsibilities, procedures, references, organizational entities, and information contained therein are accurate and in effect, and it is within 10 years of its publication date. Publications should be regularly maintained and remain consistent with associated changes in law and the policies of the administration. Changes are permitted, encouraged, and processed in accordance with the standards of this DHA-PI.

b. Currency Criteria. The DHA Directorate Directors or Special Staff must ensure each publication for which they are the OPR is reviewed biennially, and revised, changed, or canceled as appropriate utilizing DHA Form 138. They must:

(1) Determine if each publication meets its criteria as defined in the Glossary.

(2) Verify the purpose, applicability, responsibilities, procedures, information requirements, and releasability statements are consistent with the associated overarching DoD or Office of the ASD(HA) policies.

(3) Assure the references are valid, correctly titled, and the latest version is cited.

(4) Assure the organizational entities cited throughout the publication are accurate.

c. Re-issue. A publication nearing its 10-year anniversary of signature must be reissued if it is still required. The publication must begin formal coordination (Stage 2) of the DHA Publication process at least 6 months prior to the 10-year anniversary of publication. If the publication is deemed no longer required, it should be canceled.

3. CURRENCY OF DHA-IPMs

a. Prior to DHA-IPMs' expiration, OPRs must incorporate the DHA-IPMs into an existing or new publication.



b. The originating OPR may request approval of an extension for a DHA-IPM and must provide compelling justification to support the extension. The Director, DHA, may approve a one-time 12-month request for a DHA-IPM extension.

c. DHA-IPMs not incorporated, revised, extended, or canceled by the originating OPR within 12 months of the date of signature will be processed for cancellation by the DHA PSO in accordance with the procedures in this DHA-PI unless an extension is granted by the Director, DHA, at the request of the originating OPR.

4. CHANGES TO DHA PUBLICATIONS. A change amends an existing DHA publication and retains the full authority of the publication. The change should make up less than 25 percent of the publication's content.

a. The two types of changes to DHA publications are:

(1) Administrative Changes. Administrative changes alter non-substantive portions of a publication and do not require formal coordination or legal reviews. Examples include: titles/dates of references, organizational names/symbols, format, and grammar.

(2) Substantive Changes. A substantive change amends an essential section of a publication such as purpose, applicability, responsibilities, procedures, and releasability. This type of change justifies a need to follow the standard DHA Publication process and coordination for a new publication date. Additionally, an LSR is required. In the instances where DHA technical guidance/manuals require annual updates to maintain currency (e.g., fiscal or budgetary topic updates in response to the National Defense Authorization Act annual spending requirements), they require coordination only with mandatory coordinators.

b. Upon receipt of the final, revised DHA publication, PSO verifies the changes, mark the publication "Incorporating Change (number and date)" beneath the original date, and publish the approved reissued publication to the DHA Publication website.

5. TYPES OF ACTIONS. Table 3 shows the type of actions required for publications.

Table 3. Types of Actions

<p>New Publication</p>	<ul style="list-style-type: none"> <li>• An OPR determines the need to establish a new publication or to assign responsibilities and/or provide procedures for implementing publication established in an existing publication.</li> <li>• Request a new number for the publication</li> <li>• Follow Stages and Timelines Chart</li> </ul>
<p>Rewrite/reissue an existing publication</p>	<ul style="list-style-type: none"> <li>• A publication is rewritten when substantive changes are greater than 25 percent of the content and maintains the same publication number.</li> <li>• A publication is rewritten when combining two or more publications. If a new number is required, contact the PSO.</li> <li>• Follow Stages and Timelines Chart</li> </ul>
<p>Substantive Change to an existing publication</p>	<ul style="list-style-type: none"> <li>• Only an OPR can change their publication. A change to a publication is permissible if it:           <ul style="list-style-type: none"> <li>• Amends less than 25 percent of the content of the publication; percentage is estimated using the number of existing pages of the publication.</li> <li>• Amends an essential enclosure(s) and appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other enclosures.</li> <li>• Clarifies or alters publication, applicability, responsibilities, purpose, information requirements, or implementation of the affected.</li> <li>• Implies the entire publication is current as of the date of the change.</li> <li>• Agency-wide coordination is required.</li> <li>• Coordinated comments should be limited to the changes identified. Comments received other than the indicated changes may be considered during the next update or review.</li> <li>• OGC review and suggested comments are not limited to the changes identified in red italics and strikethroughs.</li> <li>• Retains its original number and publication date.</li> <li>• Director, DHA, (or designated authority) approves the substantive change prior to publication.</li> </ul> </li> <li>• Follow Stages and Timelines Chart</li> </ul>
<p>Administrative Change to an existing publication</p>	<ul style="list-style-type: none"> <li>• Only an OPR can change their publication.           <ul style="list-style-type: none"> <li>• Change only alters non-substantive portions of a publication (examples: titles/dates of references, organizational names/symbols, format, and grammar)</li> <li>• Does not require formal coordination or legal review.</li> <li>• Retains its original number and publication date</li> </ul> </li> <li>• Director, DHA, (or designated authority) approves the administrative change prior to publication</li> </ul>

6. CANCELLATIONS. A DHA publication will be canceled when the OPR determines it is no longer needed or is not appropriate for incorporation into a new, revised, or existing publication. Cancellations must follow the standard publication process, ensuring stakeholders have an opportunity to review the publication’s requirements and authenticate that it is no longer needed.

a. There are currently two types of Cancellation Memorandums.

(1) Cancellation Memorandums for publications that have served their purpose and have been replaced by a DHA publication.

(2) Cancellation Memorandums for publications that are no longer required.

b. The originating OPR must coordinate at the appropriate level for the type of publication being canceled.

c. Cancellations require PSO, FMO, and OGC review.

(1) Upon receipt of the OPR's approval of a cancellation, the PSO verifies the requirement and removes the publication from the list of current publications, and add it to the list of canceled publications on the DHA Publication website.

(2) DHA cannot issue guidance conflicting with established ASD(HA) or other DoD guidance. If a DoD Issuance is replaced by a DHA publication, the DHA publication cannot be published until the DoD Issuance is officially canceled and rescinded.

ENCLOSURE 6

LEGAL REVIEWS

All DHA publications require a legal review from the DHA OGC prior to signature. OGC approval must occur before the publication can be published on the DHA Publication website.

1. INTERNAL REVIEW. During the initial development and drafting of the DHA publication, it is the originating OPR's responsibility to collaborate with OGC if an informal legal review is desired.
2. LEGAL OBJECTION REVIEW (LOR). OGC provides LOR for all DHA publications that require publication in the Federal Register. This review is otherwise optional for all other topics. If requested, the LOR takes place in the Development Stage, following internal coordination with stakeholders. OGC identifies whether the publication as "not legally objectionable" or "legally objectionable." If the publication is legally objectionable, OGC provides instructions to bring it into compliance with the law.
3. LSR. OGC provides LSRs for all publications following the AO's adjudication of the comments from Formal Coordination. LSRs are mandatory prior to signature and publication of the topic. OGC identifies the publication as "legally sufficient" or "not legally sufficient." If the publication is not legally sufficient, OGC provides instructions to bring it into compliance with the law or policy. The LSR may also include other critical, substantive, or administrative remarks.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AD	Assistant Director
AO	Action Officer
ASD(HA)	Assistant Secretary of Defense for Health Affairs
CAC	Common Access Card
CCO	Correspondence Control Office
COMMS	Communications Division
DAD	Deputy Assistant Director
DASD	Deputy Assistant Secretary of Defense
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
DHA-IPM	Defense Health Agency-Interim Procedures Memorandum
DHA-MSR	Defense Health Agency-Multi-Service Regulation
DHA-PI	Defense Health Agency-Procedural Instruction
DHA-PM	Defense Health Agency-Procedures Manual
DHAR	Defense Health Agency Region
DHA-TM	Defense Health Agency-Technical Manual
DoS	Director of Staff
DTF	Dental Treatment Facility
EXSUM	Executive Summary
IMCO	Information Management Collection Officer
FMO	Forms Management Office
LOCO	List of Contributing Officials
LOR	legal objection review
LSR	legal sufficiency review
MTF	military medical treatment facility
OGC	Office of General Counsel
OPR	office of primary responsibility
OSD	Office of the Secretary of Defense
OPSEC	Operations Security
PDF	portable document format
POC	point of contact
PSO	Publication System Office

SME	subject matter expert
SSO	Small Market and Stand-Alone Military Medical Treatment Facility Organization
U.S.	United States

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this DHA-PI.

administrative change. A change that alters only non-substantive portions of a publication (e.g., titles or dates of references, organizational names, or symbols).

administrative comment. Comment concerning non-substantive aspects of a publication, such as dates of references, organizational symbols, format, and grammar.

AO. The person knowledgeable and responsible for preparing, coordinating, and monitoring the progress of the task, in this case a publication, to completion on behalf of an office/organization.

cleared for public release. Defined in Reference (h).

critical comment. A comment whose use requires a nonconcur response from the coordinator and identifies:

Violations of the law or contradictions of Executive Branch policy or of policy established in DoD policies; or

Unnecessary risks to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or imposition of an unreasonable burden on a DoD Component's resources.

DHA PSO. The single, uniform program office that ensures the DHA develops, coordinates, approves, publishes, and reviews all publications in alignment with DoD Issuances, federal law, or U.S. Code.

DHA Publication. One of the six types of publications published by the DHA taking the form of DHA-PIs, DHA-PMs, DHA-TMs, DHA-IPMs, DHA-AIs, and DHA-MSRs. DHA publications do not establish policy; they provide procedural guidance to implement policy from DoD Issuances, federal law, or U.S. Code.

DHA Publication Website(s). The unclassified Non-Secure Internet Protocol Router Network website at <https://health.mil/reference-center/policies> serves as the sole DoD source for electronic distribution of DHA publications for public release. The unclassified website at <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx> hosts DHA-AIs, as well as processing guidance and procedures for DHA publications, is accessible only with a valid CAC.

DoD Issuance. Also called “issuance” in this DHA-PI. One of the five types of issuances published by the DoD that establishes or implements DoD policy, designates authority, assigns responsibilities, or provides procedures. Issuances apply to more than one DoD Component and include DoD Directives, DoD Instructions, DoD Manuals, DoD Directive-type Memorandums, and DoD AIs.

DoD policy. Normally, one of the five types of issuances published by the DoD that establishes DoD guidance, designates authority, assigns responsibilities, or provides procedures. Issuances apply to more than one DoD Component and include DoD Directives, DoD Instructions, DoD Manuals, Directive-type Memorandums, and DoD AIs.

equity. A case in which the policies, responsibilities, or procedures in a publication direct or limit the actions of, or impose a financial obligation on:

DoD Components; or

By mutual agreement, non-DoD federal agencies.

formal coordination. Formal coordination is the defined process by which stakeholders review and comment on a draft publication. As working groups and SMEs develop publications and socialize drafts with those offices or organizations with equity in the topic during informal coordination, the topic then advances to formal coordination prior to signature, Stage 3, of the DHA Publication process. Formal coordination with DoD Components requires a formal package (e.g., proposed topic, coordination sheet, comments matrix, supporting documents) accompanied by an EXSUM and suspense date for organizational input.

Form. A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive DHA purpose or objective. See Reference (n).

IMCO. In accordance with Reference (k), the OSD or DoD Component IMCO serves as the principal POC on their information collection programs.

substantive change. A substantive change amends an essential section of a publication such as purpose, applicability, responsibilities, procedures, and releasability.

substantive comment. A comment received during either the pre-coordination or formal coordination stages of the Publication System process. One comment of this type is usually not sufficient justification for a nonconcur on a publication. These comments indicate that:

Information in the publication (or the publication itself) appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent; or

A DoD Component or DHA Directorate or office disagrees with the proposed responsibilities, requirements, or procedures.

suspense date. The not-later-than date actions assigned must be completed.

unauthorized DHA publications. Any document that:

Was not processed through the procedures in this DHA-PI or is published in any other manner than on the DHA Publications Internet Website; and

Claims to establish procedures or implement policy and assign responsibilities to DHA offices other than the OPR.