



Defense Health Agency

PROCEDURAL INSTRUCTION

NUMBER 6025.48

November 28, 2022

DAD-MA

SUBJECT: Mandatory Use of Defense Health Agency (DHA) Enterprise (Off-Site)
Teleradiology Services Contract by Military Medical Treatment Facilities (MTFs)

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Procedural Instruction (DHA-PI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (d), establishes the Defense Health Agency's (DHA) procedures to:

a. Instruct Military Medical Treatment Facilities (MTF) under the authority, direction, and control of the DHA, as well as the contracting offices supporting such facilities, on the mandatory use of the DHA Enterprise (Off-Site) Teleradiology Services Indefinite Delivery-Indefinite Quantity contract, hereafter referred to as, "DHA Off-site Radiology Interpretive Services Contract," for the procurement of off-site professional diagnostic radiology interpretive services, when the DHA radiology staff is unable to provide the required services either locally or through other MTFs. Supported DHA MTFs include medical centers, hospitals, clinics, and similar facilities located worldwide, both within the continental United States and outside the continental United States.

b. Outline the DHA Off-site Radiology Interpretive Services Contract Waiver request process.

2. APPLICABILITY. This DHA-PI applies to the DHA, Military Departments (MILDEP), and DHA components (activities under the authority, direction, and control of the DHA: Direct Reporting Markets (DRM), Small Market and Stand-Alone Military Medical Treatment Facility Organization (SSO), DHA Regions (DHAR), Small Markets, and MTFs/Dental Treatment Facilities).

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to Reference (a) to implement the requirement in accordance with References (d) and (e), which eliminated separate

silos of military healthcare and officially integrated healthcare under the authority, direction, and control of the DHA, consistent with direction provided by the Secretary of Defense.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director (DAD), Medical Affairs (MA). When Activities are unable to comply with this publication, the activity may request a waiver that must include a justification, to include 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 DAD-MA 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 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 cancelled before this date in accordance with Reference (c).

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Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022
- (d) United States Code, Title 10, Section 1073c
- (e) DHA Enterprise Off-Site Radiology Interpretive Services SharePoint Website, “DHA Teleradiology Ordering Guide”¹

¹ This reference can be found at: <https://info.health.mil/sites/DOP/CO-MQS/Teleradiology/SitePages/Home.aspx>.

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will:
 - a. Ensure Markets, SSO, and DHARs assign responsibilities to implement the processes outlined in this DHA-PI.
 - b. Support the implementation of identified standard clinical, business, and administrative process changes or requirements, and assign resolution of the process changes or requirement modifications to the DAD-MA or DAD-Health Care Operations when indicated.
 - c. Exercise authority, as outlined in Reference (b) over DHA aligned MTFs.
 - d. Assign responsibility for tracking compliance with standard processes and criteria outlined in this DHA-PI to DAD-MA.

2. ASSISTANT DIRECTOR (AD), SUPPORT/COMPONENT ACQUISITION EXECUTIVE. The AD-Support/Component Acquisition Executive will oversee all management and acquisition related aspects of contract utilization.

3. AD-HEALTHCARE ADMINISTRATION. The AD-Healthcare Administration will oversee healthcare optimization and clinical quality aspects of contract utilization.

4. DIRECTOR, CONTRACTING ACTIVITY (CA). The Director, CA, will:
 - a. Award and administer the DHA Off-site Radiology Interpretive Services Contract.
 - b. Review and approve/disapprove valid MTF waiver requests within five business days. In making the waiver determination, the Director, CA will consider factors included in the waiver request (e.g., additional workload, cost, term or length, risk). The Director, CA will determine the term or length of the approved waiver.
 - c. Coordinate decisions with appropriate stakeholders, specifically DHA Program Executive Officer (PEO) Medical Systems/Chief Information Officer (CIO), Information Operations (J-6), with respect to cybersecurity, and DAD-MA, with respect to clinical quality.

5. PEO MEDICAL SYSTEMS/CIO, J-6. The PEO Medical Systems/CIO, J-6 will:

- a. Designate the Contracting Officer's Representative (COR) for the DHA Off-site Radiology Interpretive Services Contract.
 - b. Analyze and report required health care services metrics to DHA leadership.
6. DAD-MA. The DAD-MA will designate the clinical functional proponent for the DHA Off-site Radiology Interpretive Services Contract.
7. SECRETARIES OF THE MILDEPs. The Secretaries of the MILDEPs must ensure compliance with this DHA-PI by their contracting activities that provide assisted acquisition support.
8. DIRECTORS, DHA MARKET, SSO, AND DHAR. The Directors, DHA Market, SSO, and DHAR will ensure MTF Directors comply with, oversee, and execute procedures outlined in this DHA-PI.
9. REQUIRING ACTIVITY (MTF DIRECTOR). The Requiring Activity (MTF Director) will:
- a. Designate a COR for each task order (TO) prior to TO award.
 - b. Adhere to Reference (e).
 - c. Ensure the office of the Market Director is appraised of all requests for teleradiology.
10. ORDERING ACTIVITY: The Ordering Activity (MTF Military Contracting Office, Director) will adhere to Reference (e).

ENCLOSURE 3

PROCEDURES

1. ORDERING PROCEDURES. Refer to Reference (e) for detailed instructions.

a. New Requirements. MTF staff and their servicing contracting offices must execute TOs for new teleradiology interpretive service requirements using the DHA Off-site Radiology Interpretive Services Contract using Reference (e).

b. Current Contracts. MTF staff and their servicing contracting offices must at the end of the current option period, or end of contract performance, whichever comes first, move teleradiology interpretive service requirements to the DHA Off-site Radiology Interpretive Services Contract using Reference (e), unless granted an exception in accordance with paragraph 1(c) below. The MTF staff or servicing contracting office must contact the DHA Off-site Radiology Interpretive Services COR to develop a contract transition plan and timeline.

c. Exception to Policy. If the requiring activity believes the contemplated work is out of scope of the DHA Off-site Radiology Interpretive Services Contract, or the services are already provided under a statutory set-aside, it should consult the DHA Contracting Activity to determine whether the requiring activity should submit a waiver in accordance with Enclosure 3, paragraph 2. This will allow the Director, CA, PEO Medical Systems/CIO, J-6, and DAD-MA to assess the specific situations to determine whether a different contracting vehicle is appropriate.

d. Information Requirements. MTFs will report annual information requirements for each TO or contract to the DHA Off-site Radiology Interpretive Services Contract COR no later than 30 days after end of each contract option period. Reports shall be submitted via e-mail and include the following:

- (1) Types and volume of radiology services provided
- (2) Defense Medical Information System Identifiers of all sites supported
- (3) Cost of services
- (4) National Provider Identification number of all contract radiologists providing services

2. WAIVER PROCESS FOR DHA OFF-SITE RADIOLOGY INTERPRETIVE SERVICES CONTRACT. The DHA Off-site Radiology Interpretive Services Contract shall be used to procure all professional diagnostic radiology interpretive services that have been determined to be in scope of the contract. However, a waiver process is in place for instances that may

warrant exception to policy. Interpretive services not under the scope of the current contract do not require a waiver. Other conditions will be considered but rationale must be provided as to the extenuating circumstances preventing use of the DHA Off-site Radiology Interpretive Services Contract.

a. Information regarding the waiver process can be found on the DHA SharePoint site at <https://info.health.mil/sites/DOP/CO-MQS/Teleradiology/SitePages/Home.aspx>.

b. Documents will be uploaded to the New Waiver Requests subfolder no less than 180 calendar days before the requirement “need by” date to ensure sufficient lead time to solicit, award and transition Radiology Interpretive Services should the waiver be disapproved. Contracting or requirements personnel who are familiar with Radiology Interpretive Service requirements may submit waiver documents on behalf of an MTF.

c. Approved waivers are stored in the Approved Waivers subfolder. Waivers will contain the approved end date.

d. Disapproved waivers are stored in the Disapproved Waivers subfolder:

(1) Disapproved waivers will contain the rationale for the disapproval.

(2) For waivers that are disapproved, MTFs may resubmit waiver requests for the same services/locations if new information (not previously captured in the waiver request) or facts become available.

e. A valid waiver request will include:

(1) MTF name;

(2) MTF Radiology Point of Contract for the waiver, including email and phone;

(3) Contracting Office servicing requirement;

(4) Estimated funding obligations (per year);

(5) Need by Date;

(6) How were Radiology Interpretive Services last procured/Competition information (e.g., sole source, Small Business set aside type);

(7) Requested waiver end date;

(8) Rationale for the waiver, including why the DHA Enterprise Radiology Interpretive Services contract cannot meet the MTF's requirements; and

(9) Any other pertinent information.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AD	Assistant Director
CA	Contracting Activity
CIO	Chief Information Officer
COR	Contracting Officer's Representative
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-PI	Defense Health Agency-Procedural Instruction
DHAR	Defense Health Agency Regions
J-6	Information Operations
MA	Medical Affairs
MILDEP	Military Department
MTF	Military Medical Treatment Facility
PEO	Program Executive Officer
SSO	Small Market and Stand-Alone Military Medical Treatment Facility Organization
TO	Task Order