



**THE ASSISTANT SECRETARY OF DEFENSE**

1200 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1200

JUL 01 2024

**HEALTH AFFAIRS**

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER  
AND RESERVE AFFAIRS  
ASSISTANT SECRETARY OF THE NAVY FOR MANPOWER  
AND RESERVE AFFAIRS  
ASSISTANT SECRETARY OF THE AIR FORCE FOR  
MANPOWER AND RESERVE AFFAIRS  
DIRECTOR, DEFENSE HEALTH AGENCY

**SUBJECT:** Military Health System Notification Business Rules

**References:** (a) Deputy Secretary of Defense Memorandum, "Stabilization and Improvement of the Military Health System," December 6, 2023  
(b) Directive-Type Memorandum 24-003, "Military Health System Manpower Requirements Determination, Resourcing, and Assignment," June 28, 2024  
(c) Under Secretary of Defense for Personnel and Readiness Memorandum, "Transparency of Military Medical Personnel and Clinical Readiness Data," August 8, 2022

1. Purpose. Military Health System notification business rules establish a collaborative process between the Military Services and the Defense Health Agency (DHA) for notifying the Director, DHA of changes in availability of Active Component (AC) uniformed medical and dental personnel on orders to military medical treatment facilities (MTFs) and military dental treatment facilities (DTFs). These business rules implement references (a) through (c). The goal of the notification process is to ensure shared awareness through operational channels of the availability of assigned personnel in support of the health care delivery mission and medical workforce stabilization. This document details the guiding principles, responsibilities for notification, and timeline for notification.

2. Guiding Principles.

- a. These business rules apply to peace time operations.
- b. The Secretaries of the Military Departments will have unrestricted access to their uniformed medical and dental personnel for all validated operational and training requirements, including planned and unplanned deployments, military operations, training, and exercises.
- c. The Secretaries of the Military Departments will make every effort to notify the Director, DHA according to the timelines delineated in the Notification Timeline table below.
- d. Notification must be made by at least an O-6 level Service Commander or equivalent.

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e. The DHA Director will designate who must be notified.

**3. Responsibilities.**

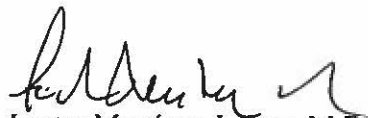
a. The Secretaries of the Military Departments will provide Director, DHA changes in availability of MTF/DTF assigned personnel to perform health care delivery in MTF/DTFs by reporting location, military occupational specialty and/or specialty code, and duration of event causing the change to availability.

b. The Secretaries of the Military Departments, when possible, will coordinate with and/or notify the Director, DHA on which location is the best location and/or personnel to task for a requested requirement.

c. The MTF/DTF Director/Service Commander may submit a risk assessment through the DHN Director/Regional Service Commander to adjudicate concerns with a projected loss of MTF/DTF capabilities and/or significant sustained capacity reductions.

**Notification Timelines**

<b>Type of Deployment/ Training</b>	<b>Notification Timeline</b>
Operational/Individual Training (1 week or longer)	90 days prior to report date
Rotational Deployments	180 days prior to Ready to Load Date (personnel)
Short Notice/No Notice, Contingency Operations, Deployment Orders	Within 2 days of notification of new requirement
Rotational Prepare to Deploy Order	90 days prior to Prepare to Deploy Order assumption date
Prepare to Deploy Order Activation	Within 2 days of activation

  
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cc:  
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Deputy Assistant Secretary of Defense for Health Resources Management and Policy  
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