



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 6025.01

September 14, 2021

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DHA-HCO

SUBJECT: Routing of Applications for Health Care Eligibility Under the Secretarial Designee (SECDES) Program and Related Special Authorities

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (v), establishes the Defense Health Agency's (DHA) procedures in routing the SECDES application packages for Military Medical Treatment Facilities (MTFs) within the DHA's certified Markets.
2. APPLICABILITY. This DHA-AI applies to DHA and DHA components (activities under the authority, direction, and control of the DHA).
3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to Reference (i), that all MTFs within certified Markets, Small Market and Stand-Alone Medical Treatment Facility Organization (SSO), and Defense Health Agency Regions (DHARs) will submit SECDES applications directly to DHA Patient Administration Division (PAD) in order to comply with Reference (i).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director, Health Care Operations (DAD-HCO). 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 the DAD-HCO to determine if the waiver may be granted by the Director, DHA or their designee. .

7. **RELEASABILITY**. **Cleared for public release**. This DHA-AI 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-AI:

- 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).

/S/  
RONALD J. PLACE  
LTG, MC, USA  
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
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) DoD Directive 3000.05, “Stabilization,” December 13, 2018
- (e) DoD Instruction 2205.02, “Humanitarian and Civic Assistance (HCA) Activities,” June 23, 2014, as amended
- (f) DoD Instruction 2310.08E, “Medical Program Support for Detainee Operations,” September 5, 2019
- (g) Title 10, United States Code, Chapter 55, Sections 1074(c) and 2559
- (h) 32 Code of Federal Regulations, Part 108
- (i) DoD Instruction 6025.23, “Health Care Eligibility Under the Secretarial Designee Program and Related Special Authorities,” May 28, 2020, as amended
- (j) Title 37 United States Code, Section 411k (b), “Pay And Allowances of the Uniformed Services”
- (k) Title 37, United States Code, Section 481k
- (l) DoD Instruction 1000.13, Volume 2, “Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals,” January 23, 2014, as amended
- (m) DoD Instruction 6000.11 “Patient Movement (PM),” June 22, 2018
- (n) Title 31 United States Code, Section 1535
- (o) DHA-Procedural Instruction 6010.01, “Healthcare Benefit Eligibility Verification and Patient Registration Procedures,” January 14, 2020
- (p) Section 552a of Title 5, United States Code
- (q) Department of Defense Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- (r) Department of Defense Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019
- (s) DoD Instruction 6025.18, “Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs” March 13, 2019
- (t) DoD Instruction 8580.02, “Security of Individually Identifiable Health Information in DoD Health Care Programs,” August 12, 2015
- (u) United States Code, Title 42, Section 300d-91
- (v) DoD Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs,” March 13, 2019

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense, Personnel, and Readiness (USD (P&R)), through the Assistant Secretary of Defense for Health Affairs, the Director (ASD (HA)), and DHA will:

a. Coordinate with the Military Departments (MILDEPs) on SECDES applications within their scope of responsibility that are initiated at the MTFs.

b. Coordinate with USD(P&R) and ASD (HA) on SECDES application requests within their scope of responsibility in accordance with Reference (i).

c. Ensure Market, SSO, DHAR, and MTF Directors comply with, oversee, and execute the procedures outlined in this DHA-AI.

2. DAD-HCO. The DAD-HCO must:

a. Develop, issue, and implement procedural guidance, in accordance with Reference (b), to specify administrative documentation management procedures supporting SECDES functions.

b. Appoint a DHA PAD representative who will oversee the SECDES program and coordinate its effective operation with other DoD Components.

c. Monitor DHA PAD SECDES program execution.

d. Collaborate with appropriate stakeholders to make necessary changes to MTF procedures and ensure the SECDES procedures outlined in this DHA-AI have been executed.

e. Submit requests to the respective MILDEP representative for consideration those SECDES applications with Service-specific equities received at DHA MTFs.

f. Submit those SECDES applications without Service-specific equities for staffing to the Office of the Assistant Secretary Defense for Health Affairs (OASD(HA)).

3. DHA MARKET, SMALL MARKET AND STAND-ALONE MTF ORGANIZATION (SSO), AND DHAR DIRECTORS. The DHA Market, SSO, and DHAR Directors will implement and execute the procedures and actions outlined in this DHA-AI.

4. MTF DIRECTORS. MTF Directors in certified Markets, SSO, or DHARs will:
  - a. Review and endorse SECDES applications and route to DHA PAD for processing in accordance with MILDEP specific guidance. In addition, MTFs will notify their Market, SSO, or DHAR for situational awareness.
  - b. Implement and execute the procedures and actions outlined in this DHA-AI.

ENCLOSURE 3

PROCEDURES

1. SECDES SUBMISSIONS WITHIN DHA MTFs

a. MTFs will complete a service specific application until the SECDES DHA-PI is published with the DHA application.

b. Obtain MTF Director's endorsement.

c. Submit service specific application to DHA PAD using current MILDEP required documentation to the established DHA PAD SECDES encrypted e-mail group, [dha.ncr.healthcare-ops.mbx.pad-secdes@mail.mil](mailto:dha.ncr.healthcare-ops.mbx.pad-secdes@mail.mil).

d. Inform their Market, SSO, or DHAR for situational awareness in accordance with established lines of communications.

2. MARKET, SSO, AND DHAR PROCEDURES. Implement and execute the procedures and actions outlined in this DHA-AI. Market, SSO, and DHAR will be notified for situational awareness; no further action required.

3. SECDES SUBMISSIONS WITHIN DHA PAD PROCEDURES

a. Review applications from the MTFs for completeness and accuracy in accordance with MILDEP and OASD(HA) guidance.

b. Determine MILDEP equity. SECDES applications with MILDEP equity will be routed to the MILDEP Assistant Secretary for Manpower and Reserve Affairs for approval or disapproval in accordance with their established procedures. SECDES applications without MILDEP-specific equities will be routed by DHA PAD for review to the OASD (HA) for final consideration.

c. A formal response will be routed back to the requesting MTF via encrypted e-mail.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD (HA)	Assistant Secretary of Defense, Health Affairs
DAD	Deputy Assistant Director
DHA-AI	Defense Health Agency-Administrative Instruction
DHA-PI	Defense Health Agency-Procedural Instruction
DHAR	Defense Health Agency Region
HCO	Health Care Operations
MILDEP	Military Department
MTF	Military Medical Treatment Facility
OASD (HA)	Office of the Assistant Secretary Defense for Health Affairs
PAD	Patient Administration Division
SECDES	Secretarial Designee
SSO	Small Market and Stand-Alone Medical Treatment Facility Organization
USD (P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Continental United States. United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico (Alaska and Hawaii are not part of the Continental United States).

Military Health System. The DoD medical and dental programs, personnel, facilities, and other assets, operating by which the DoD provides healthcare services and support to the Military Services during military operations, and healthcare services and support under TRICARE to members of the Military Services, their family members, and others entitled to DoD medical care.

MTF. A military medical treatment facility is any fixed facility of the Department of Defense that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing health care services as designated by the Secretary of Defense.

MTF Director. The person who is responsible for (A) on behalf of the MILDEPs, ensuring the readiness of the members of the armed forces at such facility; and (B) on behalf of the Defense Health Agency, furnishing the health care and medical treatment provided at such facility.

Secretarial Designee program. The program established pursuant to section 1074(c) of Reference (g) to create by regulation, an eligibility for healthcare services in MTFs as well as dental treatment facilities for individuals who have no such eligibility in accordance with Reference (g).