



Defense Health Agency

ADMINISTRATIVE INSTRUCTION

NUMBER 6025.12

May 17, 2024

Special Staff/DAG

SUBJECT: Standard Processes for Executive Medicine Services in Military
Medical Treatment Facilities

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 (l), establishes the Defense Health Agency's (DHA) guidance for governance and activities in military medical treatment facility (MTF) Executive Medicine Services to provide primary care and optimize executive wellness on a space available basis. This DHA-AI does not include guidance or discussion of the General Officer-Readiness Executive Health Program, the Health Evaluation and Lifestyle Management Program, or the Senior Leader Sustainment Program. Refer to Military Department-specific guidance for these programs.

2. APPLICABILITY. This AI applies to the DHA Enterprise (components and activities under the authority, direction, and control of the DHA) to include those who are assigned, attached, allotted, or detailed personnel.

3. POLICY IMPLEMENTATION. It is DHA's intent, pursuant to Reference (c), and in accordance with References (d) through (j), to:

a. Establish uniform accountability and standard processes and procedures for governance, eligibility, appointing, access, and care coordination in MTF Executive Medicine Services to optimize executive wellness. The standard processes and procedures in this DHA-AI also apply to clinics and providers in MTFs to which beneficiaries are empaneled and who meet the eligibility criteria for empanelment in Executive Medicine Services. The DHA Director has established such guidance on Executive Medicine Services in the Executive Medicine Standard Operating Procedures.

b. Reinforce organization principles and uniform business rules to improve outcomes, support medical readiness, reduce unwarranted variation, enhance the patient experience, and support the principles of a highly reliable organization.

4. RESPONSIBILITIES. See Enclosure 2.

5. ELIGIBILITY. There is a need to establish a clinic with patient empanelment of active duty and Reserve Component members with unique health considerations who require additional intervention. Certain Senior Officers, Senior Enlisted Leaders, and DoD senior executive service civilians, given their significant roles in national security and unique duty requirements (including demanding work schedules and travel requirements), require more flexible access to services such as medical appointments and pharmacy, laboratory, and radiology services. Additionally, they have a need for greater privacy protection (including for their medical records).

a. Active-Duty Senior Officers in the grade of O-7 and above and nominative Senior Enlisted Leaders in the grade of E-9. This includes Reserve Component members on extended active-duty that entitle them to active-duty status.

b. Reserve Component Senior Officers in the grade of O-7 and above and nominative Senior Enlisted Leaders in the grade of E-9 when needing services in MTFs for meeting individual medical readiness requirements, care relating to line-of-duty incurred conditions while in a qualified duty status, or as otherwise provided under applicable DoD policy.

c. To the extent foreign military enlisted and officers in comparable grades are eligible for care in a MTF, as outlined in Reference (h), would be eligible to be seen in such a clinic. Reciprocal healthcare agreements can be found at:
<https://info.health.mil/hco/readiness/rhca/SitePages/Home.aspx>.

d. DoD senior executive service civilians who are otherwise eligible beneficiaries.

6. PROPONENT AND WAIVERS. The proponent of this publication is via the Assistant Director, Healthcare Administration. 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 Defense Health Network via the Assistant Director, Healthcare Administration to the DHA Executive Services Program Manager (PM) 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 ten (10) years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

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LTG, USA
Director

Enclosures

1. References
2. Responsibilities

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) United States Code, Title 10, Chapter 55
- (f) Health Affairs Policy Memorandum 11-005, "TRICARE Policy for Access to Care," February 23, 2011
- (g) DHA-Procedural Instruction 6025.11, "Processes and Standards for Primary Care Empanelment and Capacity in Medical Treatment Facilities (MTFs)," October 9, 2018
- (h) DoD Instruction 6200.06, "Periodic Health Assessment (PHA) Program," September 8, 2016
- (h) DoD Instruction 6025.23, "Health Care Eligibility Under the Secretarial Designee (SECDES) Program and Related Special Authorities," September 16, 2011, as amended
- (i) DHA-Procedural Instruction 6015.03, "Medical Readiness Services Provided to Members of the Reserve Components (RC) in Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities (DTFs)" October 23, 2021
- (j) DHA-Procedures Manual 6010.13, Volume 1, "Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities (DTFs): Business Rules," September 27, 2018
- (k) DHA-Procedures Manual 6010.13, Volume 2, "Medical Expense and Performance Reporting System (MEPRS) for Fixed Military Medical and Dental Treatment Facilities (DTFs): Uniform Chart of Accounts," September 27, 2018
- (l) DoDI 6490.10, Continuity of Behavioral Health Care for Transferring and Transitioning Service Members, March 26, 2012, as amended

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:

- a. Maintain overall accountability and responsibility for DHA's Executive Medicine Services.
- b. Through this issuance, delegate responsibility for tracking compliance with the standard processes and guidelines outlined in this DHA-AI to the DHA Headquarters Executive Services Program Manager (PM).
- c. Provide support and resources as required to implement this DHA AI.

2. HEADQUARTERS EXECUTIVE SERVICES, Program Manager. The Headquarters Executive Services Program Manager will:

- a. Serve as the Chief Advisor to the Director, DHA for enterprise Executive Medicine services.
- b. Provide oversight and management of the DHA Executive Medicine Services to include establishment, update, and maintenance of all Executive Medicine Services policies and procedures.
- c. Establish and maintain a global network of Executive Medicine Services at all MTFs with an empaneled Executive Medicine eligible population.
- d. Serve as a centralized liaison for the various external stakeholders and organizations that also serve the Executive Medicine patient population to include but not limited to the respective service General/Flag Officer Management Offices, General Officer-Readiness Executive Health Program, the Health Evaluation and Lifestyle Management Program, or the Senior Leader Sustainment Program.

3. ASSISTANT DIRECTOR (AD), HEALTHCARE ADMINISTRATION (HCA). The AD-HCA will:

- a. Maintain oversight of Executive Medicine Services execution to include coordination with the DHA Deputy Assistant Director (DAD), Health Care Operations (HCO) and the Directors, DHA Networks to ensure compliance with this DHA AI.
- b. Provide periodic compliance reports of Executive Medicine Services to the Headquarters Executive Services PM.

4. DAD-MEDICAL AFFAIRS (MA). The DAD-MA will:
 - a. Provide oversight for all clinical quality management program elements for Executive Medicine Services and ensure standards are consistent with other clinics within MTFs.
 - b. Advise the DHA Headquarters Executive Services PM and AD-HCA on any changes needed to support the overall goal of executive medicine services.

5. DHA NETWORK DIRECTORS. The DHA Network Directors will ensure subordinate MTFs are aware of and comply with the guidance in this DHA-AI.

6. MTF DIRECTORS. MTF Directors will:
 - a. Ensure compliance with the guidance in this DHA-AI.
 - b. Select experienced staff members to be assigned to or conduct Executive Medicine Services activities.
 - c. Provide the DHA Headquarters Executive Services, PM via the applicable DHN Directors, with the names and contact information for the MTF's Executive Medicine Service Program point of contact as well as updates upon staffing changes.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AD	Assistant Director
BH	Behavioral Health
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
EAD	Extended active duty -an active duty status other than active duty for training or temporary active duty
EHR	Electronic Health Record
FTE	Full-Time Equivalent
HCA	Healthcare Administration
HCIB	Healthcare Integration Board
J-8	Financial Operations
MA	Medical Affairs
MHSGPP	MHS GENESIS Patient Portals
MTF	Military Medical Treatment Facility
PCM	Primary Care Manager
PCMH	Patient Centered Medical Home
PCS	Permanent Change of Station
PHA	Periodic Health Assessment
RC	Reserve component - includes the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and the Coast Guard Reserve
SES	Senior Executive Service
SM	Secure Messaging