



DEFENSE HEALTH AGENCY
7700 ARLINGTON BOULEVARD, SUITE 5101
FALLS CHURCH, VIRGINIA 22042-5101

DHA-IPM 18-019
November 8, 2018

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER AND RESERVE AFFAIRS)
COMMANDANT FOR THE U.S. COAST GUARD
DEPUTY ASSISTANT SECRETARY OF DEFENSE (HEALTH READINESS POLICY AND OVERSIGHT)
DEPUTY ASSISTANT SECRETARY OF DEFENSE (HEALTH SERVICES POLICY AND OVERSIGHT)
DEPUTY ASSISTANT SECRETARY OF DEFENSE (HEALTH RESOURCES MANAGEMENT AND POLICY)

SUBJECT: Interim Procedures Memorandum 18-019, Guidance for Service Implementation of Separation Mental Health Assessments (MHAs)

References: See Attachment.

Purpose. This Defense Health Agency-Interim Procedures Memorandum (DHA-IPM), based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (g):

- Assigns responsibilities and provides instructions for implementing Reference (d), which requires an MHA for Service members prior to separation in accordance with References (e) through (g).
- Is effective immediately; it will be incorporated into DHA-Procedural Instruction xxxx.xx, "Separation History and Physical Examination." This DHA-IPM will expire effective 12 months from the date of issue.

Applicability. This DHA-IPM applies to medical personnel assigned to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this DHA-IPM as the "DoD Components").

Responsibilities. The Secretaries of the Military Departments and the Commandant, U.S. Coast Guard will work with the Surgeons General to:

- Modify existing Service-level policies and procedures to ensure mental health is assessed and documented in compliance with this DHA-IPM.
- Execute the developed procedures as soon as practicable.
- Make reasonable efforts to educate providers about the subject matter of this DHA-IPM.

Procedures. In accordance with References (d) through (g):

- For all Service members who are separating, MHAs should be administered within 180 days of separating.
- MHAs are to be conducted by either an independently licensed mental health professional or a health care provider trained to administer the MHAs (specifically a physician, physician assistant, nurse practitioner, advanced practice nurse, independent duty corpsman, special forces medical sergeant, independent duty medical technician, or independent health services technician). The training can be found at: <https://jkosupport.jten.mil>, Course Number and Title: DHA-US332: DoD MHA Health Care Personnel Training Course.
- One of the following forms must be completed within 180 days prior to separation to meet the requirement of a separation MHA:
 - DD Form 2795, “Pre-Deployment Health Assessment”;
 - DD Form 2978, “Deployment Mental Health Assessments”;
 - DD Form 2900, “Post Deployment Health Re-Assessment”; or the
 - DD Form 3024, “Periodic Health Assessment (PHA)”.
- Ensure all forms are submitted to the Defense Medical Surveillance System, which is maintained by the Armed Forces Health Surveillance Branch.
- Ensure assessments are documented in the individual’s health record in accordance with References (h) and (i).

Releasability. **Cleared for public release.** This DHA-IPM is available on the Internet from the Health.mil site at: www.health.mil/DHAPublications.



R. C. BONO
VADM, MC, USN
Director

cc:

Principal Deputy Assistant Secretary of Defense for Health Affairs
Surgeon General of the Army
Surgeon General of the Navy
Surgeon General of the Air Force
Medical Officer of the Marine Corps
Joint Staff Surgeon
Director of Health, Safety, and Work-Life, U.S. Coast Guard
Surgeon General of the National Guard Bureau
Director, National Capital Region

ATTACHMENT

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 21, 2015, as amended
- (d) National Defense Authorization Act for Fiscal Year 2018, Section 706¹
- (e) United States Code, Title 10, Section 1145
- (f) United States Code, Title 10, Section 1074m
- (g) United States Code, Title 10, Section 1074n
- (h) DoD Instruction 6490.03, “Deployment Health,” August 11, 2006
- (i) DoD Instruction 6040.46, “The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program,” April 14, 2016

¹ This reference can be found at: <https://www.congress.gov/bill/>.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DHA	Defense Health Agency
DHA-IPM	Defense Health Agency-Interim Procedures Memorandum
MHA	Mental Health Assessment

PART II. DEFINITION

independently licensed mental health professional. A mental health care practitioner or community services provider who is licensed and offers services for the purpose of improving an individual's mental health or to treat mental disorders.