



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

June 28, 2024

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Directive-Type Memorandum 24-003 – “Military Health System Manpower Requirements Determination, Resourcing, and Assignment”

References: See Attachment 1

Purpose. In accordance with the authority in DoD Directive 5124.02 and the December 6, 2023 Deputy Secretary of Defense Memorandum, this directive-type memorandum (DTM):

- Incorporates and cancels Deputy Secretary of Defense Memorandum, “Managing Military Personnel Resources in the Defense Health Program and the Special Operations Command,” June 22, 2006.
- Establishes policy, assigns responsibilities, and provides procedures for:
 - Planning and programming the uniformed medical and dental workforce within military medical treatment facilities (MTFs) and dental treatment facilities (DTFs).
 - Documenting military medical authorizations allocated to the Defense Health Agency (DHA).
 - Assigning uniformed medical and dental personnel on orders to DHA MTF/DTFs and other DHA organizational units.
 - Providing availability of uniformed medical and dental personnel to the Military Departments and Military Services when such personnel are assigned on orders to DHA MTF/DTFs and other DHA organizational activities.
 - Providing accountability for the Secretaries of the Military Departments to provide military manpower to DHA MTF/DTFs and other DHA organizational units.

- Providing accountability for the Director, DHA to report on civilian employee hiring to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and the Secretaries of the Military Departments through the Assistant Secretary of Defense for Health Affairs (ASD(HA)) at least quarterly, and effectively and efficiently use its workforce (i.e., military, civilian, and contractor personnel) to carry out its assigned missions.
 - Establishing that a single military officer will be dual-hatted and serve as the MTF/DTF Director, under the authority, direction, and control of the Director, DHA, and the Service commander, under the command and control of the Military Department concerned.
- Is effective June 28, 2024; it must be incorporated into other appropriate DoD issuances. This DTM will expire effective June 28, 2025.

Applicability. This DTM applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

Definitions. See Glossary.

Policy.

- DHA MTF/DTFs are the keystone component of the Military Health System (MHS).
- Service members, civilian employees, and contract personnel at DHA MTF/DTFs support the wellness, health, and medical readiness of the total force.
- DHA MTF/DTFs educate, train, maintain, deploy, and retain ready medical forces, in addition to delivering timely and effective care for legally defined beneficiaries.
- DoD estimates and reports provided through the MHS governance process, medical operations deputies group, or other governance body as directed, will include and address specific DHA MTF/DTF capacity in crisis or conflict to treat wounded, ill, and injured Service members. Maximizing the patient care within DHA MTFs/DTFs improves the effectiveness of the MHS in meeting Military Department and joint medical requirements.

- The transfer of responsibility for all MTFs/DTFs from the Military Departments to the DHA, pursuant to Section 1073c of Title 10, United States Code, requires realignment of processes, roles, and responsibilities to assure a uniformed medical workforce is available at DHA MTF/DTFs.

Responsibilities. See Attachment 2.

Procedures. See Attachment 3.

Releasability. Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.



Ashish S. Vazirani
Performing the Duties of the Under Secretary of
Defense for Personnel and Readiness

Attachments:
As stated

ATTACHMENT 1

REFERENCES

Deputy Secretary of Defense Memorandum, “Stabilizing and Improving the Military Health System,” December 6, 2023
DoD 7000.14-R, Volume 11A, “DoD Financial Management Regulation: Reimbursable Operations Policy,” current version
DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
DoD Instruction 1100.22, “Policy and Procedures for Determining Workforce Mix,” April 12, 2010, as amended
DoD Instruction 1120.11, “Programming and Accounting for Active Component (AC) Military Manpower,” March 17, 2015
DoD Instruction 4000.19. “Support Agreements,” December 16, 2020
DoD Instruction 7000.14, “Department of Defense Financial Management Policy,” August 10, 2020
DoD Instruction 7730.64, “Automated Extracts of Manpower and Unit Organizational Element Files,” December 11, 2004
United States Code, Title 10

ATTACHMENT 2
RESPONSIBILITIES

1. USD(P&R). The USD(P&R):
 - a. Analyzes the total force structure as related to quantitative and qualitative military and civilian employee personnel requirements, use, readiness, and support.
 - b. Administers and implements controls over military and civilian employee personnel strengths and compositions for all DoD Components.
 - c. Establishes and issues guidance to be used by all DoD Components regarding manpower management, including manpower mix criteria.

2. ASD(HA). Under the authority, direction, and control of the USD(P&R), the ASD(HA):
 - a. Manages military authorizations allocated to the Defense Health Program (DHP).
 - b. Authorizes adjustments to military authorizations aligned to the DHP.
 - c. Coordinates all adjustments to military authorizations aligned to the DHP with the Military Departments during the programming and budgeting processes.
 - d. Develops and maintains business rules to execute the procedures outlined in this issuance in coordination with the Secretaries of the Military Departments and the Director, DHA.
 - e. Reviews and approves the Director, DHA's Human Capital Distribution Plan.

3. DIRECTOR, DHA. Under the authority, direction, and control of the USD(P&R), exercised through the ASD(HA), the Director, DHA:
 - a. Acts as the privileging or scope of practice authority for health care personnel in an MTF/DTF.
 - b. Coordinates with each Secretary of a Military Department on a Military Service manpower document that identifies military medical personnel authorized at DHA MTFs/DTFs and other DHA organizational units by location, grade, and skill set to align with DHA's unit manning document (UMD).
 - c. Identifies the capacity of each DHA MTF/DTF to sustain clinical readiness and force development of military health care personnel.

d. Determines the clinical product lines and their respective scope at each DHA MTF/DTF to support both operational readiness and quality, access, and continuity in the delivery of health care services to Service members and other eligible beneficiaries.

e. In coordination with the Secretaries of the Military Departments, plans for and accommodates the absence of military medical personnel from the DHA MTF/DTF and other DHA organizational units, to meet validated operational and training requirements.

f. Is responsible for overseeing civilian employee manning and contractor personnel in the DHA MTFs/DTFs, and other DHA organizational units and effectively and efficiently using the workforce (i.e., uniformed, civilian employees, and contractor personnel) assigned to, or otherwise working in, the DHA to carry out DHA's assigned missions. The Director, DHA, will report on DHA civilian employee hiring to the ASD(HA) and the Secretaries of the Military Departments at least quarterly.

g. Is responsible for the absence or lack of availability of the civilian workforce in DHA MTFs/DTFs and other DHA organizational units.

h. Through the DHA MTF/DTF Director, exercises authority, direction, and control of DHA MTF/DTF operations and of all personnel assigned, allocated, or detailed, to perform duties and functions associated with DHA MTF/DTF operations, including the delivery of health care services and business operations.

i. Selects, after considering nominations from the Secretaries of the Military Departments, DHA MTF/DTF directors.

j. Creates the Human Capital Distribution Plan. This includes:

(1) Revalidating DHA MTF/DTF staffing for projected Military Service vacancies of authorized billets, as outlined in the program objective memorandum (POM) manpower requirements process, and determines prioritization by military occupational specialty and location.

(2) Submitting staffing requests to the Military Services, according to the Secretary of the Military Department's manning guidance and distribution processes, to ensure sufficient time for planning and response to such requests.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Exercise administrative control of uniformed medical and dental personnel assigned to DHA MTFs/DTFs and other DHA organizational units, including as such control pertains to personnel assignments and the issuance of military assignment orders.

b. Nominate the highest quality candidates to serve as a DHA MTF/DTF director to the Director, DHA in accordance with Military Department policies and procedures.

c. After consultation with the Director, DHA, may remove a Service commander, who is also dual-hatted as an MTF/DTF director, or relieve them of the authority to act as a Service commander, in accordance with Military Department policies and procedures.

d. Primarily assign uniformed medical and dental personnel on orders to DHA MTFs/DTFs absent:

(1) Specific, validated operational and training requirements identified by the Secretaries of the Military Departments; or

(2) Exigent circumstances.

e. Have access to their uniformed medical and dental personnel for all validated Military Service duties, including both planned and unplanned deployments, military operations, training, and exercises.

f. Are responsible for the absence or lack of availability of the programmed uniformed medical and dental workforce in DHA MTF/DTFs and other DHA organizational units because of Military Service duties.

g. Will identify and notify the Director, DHA of operational and training requirements to be accomplished by military personnel assigned on orders to a DHA MTF/DTF.

h. In support of the Director, DHA's Human Capital Distribution Plan, will review vacant authorized Military Service billets to inform assignments for uniformed medical and dental personnel for the upcoming fiscal year in a mutually beneficial timeline that aligns with, and facilitates, Military Department assignment cycles. In support of this process, the Secretaries of the Military Departments will:

(1) Determine availability of staffing to meet DHA requirements based on their respective distribution processes.

(2) Provide their feedback and ability to fill the DHA MTF/DTF staffing requirements to the Director, DHA.

(3) Provide documentation outlining their projected ability to fill the Director, DHA's authorized military vacancies.

i. Through their respective Service commander:

(1) Exercise administrative control of uniformed medical and dental personnel on assignment orders to DHA MTFs/DTFs.

(2) Ensure that uniformed medical and dental personnel assigned to a DHA MTF/DTF obtain and maintain clinical currency and readiness at, or above, established thresholds, and provide venues and opportunities for uniformed medical and dental personnel to meet non-clinical readiness standards and career-enhancing Military Service training, as prescribed by the Military Department.

(3) Communicate to the Director, DHA, Military Department contingency and operational requirements, including both planned and unplanned deployments, and Military Service operations and exercises, thereby enabling the Director, DHA to plan for, and accommodate, the absence of uniformed medical and dental personnel from duty at the DHA MTF/DTF.

(4) Establish clinical and non-clinical training requirements applicable to Military Service medical and dental personnel and provide as much advanced notice to Director, DHA as practicable of any requirement for Service medical or dental personnel assigned to a position on a Military Service manpower document but allocated against a manpower requirement on a DHA MTF/DTF UMD to participate in such training.

(5) Exercise command and control over Military Department medical and dental personnel executing Military Service duties.

ATTACHMENT 3

PROCEDURES

1. PLANNING AND OVERSIGHT. The USD(P&R) will conduct an annual review of all validated and funded military medical and dental requirements, in coordination with the Director, DHA, and the Secretaries of the Military Departments.

a. The review will be conducted in the first quarter of each fiscal year.

b. The results of the review, which informs risk as to how forces are arrayed, will be presented to the MHS Executive Review for review and validation. The USD(P&R) may request this information be briefed at a subsequent Deputy's Management Action Group or Deputy's Workforce Council.

2. MEDICAL MANPOWER REQUIREMENT DETERMINATION.

a. The Director, DHA, will:

(1) In coordination with the Secretaries of the Military Departments, forecast and identify the capacity of each DHA MTF/DTF to sustain clinical readiness of uniformed medical and dental personnel consistent with requirements established by the ASD(HA) and the Secretaries of the Military Departments.

(a) The requirements referenced in Paragraph 2.a.(1) will be established across the Future Years Defense Plan (FYDP) and take into consideration Military Service mission changes occurring in future years, and program the resources necessary to meet mission changes, as part of the annual DoD Planning, Programming, Budget, and Execution process.

(b) Determine and regularly validate total manpower requirements in accordance with DoD Instruction (DoDI) 1120.11, specifically the number of medical and dental staff by occupational specialty, at each DHA MTF/DTF, considering Military Service mission changes in future years.

(2) Forecast and recommend uniformed manpower resourcing requirements to the Secretaries of the Military Departments across the FYDP as part of the annual DoD Planning, Programming, Budget, and Execution process, in accordance with DoDI 1120.11.

b. The Secretaries of the Military Departments will determine workforce mix for military requirements in accordance with DoDI 1100.22 and in coordination with the Director, DHA.

c. Personnel and staffing disagreements (e.g., manpower issues within the year of execution or requested budget year) will be adjudicated through the MHS governance process.

d. Programming issues and resourcing gaps will be adjudicated through the DoD Planning, Programming, Budget, and Execution process annually, in accordance with DoDI 7000.14. The Director, DHA will submit civilian employee manning issues, and the Secretaries of the Military Departments will submit uniformed medical and dental personnel manning issues.

e. The manpower requirements established by this review will be recorded on a DHA requirements document for every DHA MTF/DTF and will be documented in the Fourth Estate Manpower Tracking System.

3. RESOURCING.

a. Developing Medical POMs.

(1) The Secretaries of the Military Departments will update and inform the Director, DHA of potential mission or force structure changes across the FYDP that will drive changes to DHA MTF/DTF resourcing and staffing requirements.

(2) The ASD(HA) will publish DHP POM guidance no later than the first week of January each year. This guidance will include a schedule of milestones to meet timelines established by published DoD program and budget review guidance.

(a) The Director, DHA will validate manpower requirements, informed by previous POM and fill rates, regardless of type (e.g., uniformed, civilian employee, contractor personnel) for each DHA MTF/DTF by Military Department occupational specialty.

(b) The Secretaries of the Military Departments will review DHA manpower requirements identified in the DHA POM baseline and provide the Director, DHA with their programmed level of support.

(c) The Director, DHA will program the balance of its human resource requirements using civilian employees or contractor personnel against validated staffing model requirements at each DHA MTF/DTF. The Director, DHA must program the associated operations and maintenance funding for civilian or contractor pay as part of the DHP POM submission.

(3) After the President's Budget release, each Military Department, Military Service, and DHA will conduct synchronization of their respective manning or manpower documents no later than 45 days post release.

b. Manpower Documentation. There will be at least two manpower documents with a memorandum entry at each DHA MTF/DTF: The DHA MTF/DTF UMD (i.e., the statement of DHA MTF/DTF total manpower requirements) and the Military Service manpower document. Military Service authorizations that are aligned to authorizations on the DHA UMD in the Fourth Estate Manpower Tracking System will remain on the Military Service manpower documents.

(1) The Director, DHA will generate the DHA MTF/DTF UMD. The DHA MTF/DTF UMD is the authoritative document for establishing and documenting all DHA MTF/DTF human resource requirements and authorizations, including uniformed medical and dental personnel and civilian employees. The UMD includes the personnel and capabilities required to deliver clinical and health care services and DHA MTF/DTF business operations at the capacity determined by the Director, DHA.

(2) The Secretaries of the Military Departments will generate their respective Military Service manpower document (e.g., table of distribution and allowances, activity manpower document, UMD). The Military Service manpower document is authoritative for establishing and documenting all Military Service human resources requirements and authorizations. This document includes both uniformed medical and dental personnel and civilian employees in the numbers and capabilities required and is associated with the Military Department's execution of operational and installation-specific medical functions outside of DHA MTFs/DTFs. Military Service manpower documents will include personnel not aligned to the DHA UMD.

(3) The DHA MTF/DTF UMD and Military Service manpower document will be reconciled a minimum of every 6 months of the calendar year, to include at least one reconciliation after the President's Budget is released, to assess DHA MTF/DTF mission and capacity requirements against Military Department operational medical force readiness requirements, respectively.

c. DHP Uniformed Medical and Dental Personnel Authorization Management.

(1) The ASD(HA), in coordination with the Secretaries of the Military Departments, will manage military authorizations allocated to the DHP in accordance with the December 6, 2023 Deputy Secretary of Defense Memorandum.

(2) The ASD(HA), in coordination with the Secretaries of the Military Departments:

(a) May adjust military authorizations aligned to the DHP during the programming and budgeting processes. The annual DoD composite rate will be utilized as the standard transfer price for adjustments to military authorizations. The ASD(HA) and the Secretaries of the Military Departments have the authority to negotiate a transfer price that differs from the annual DoD composite rate.

(b) May alter the mix and specialty of officer and enlisted personnel by transferring officer and enlisted authorizations to or from the Military Departments in return for total obligation authority (TOA) at the applicable transfer prices.

(c) Will coordinate DHP adjustments with affected DoD and OSD Components that do not result in an increase or reduction in military authorizations or a change in the mix of officer and enlisted personnel.

1. DHP adjustments that result in a shift of military authorizations on the same Military Department service support program element (PE) must be documented in a

memorandum of agreement (MOA), in accordance with DoDI 4000.19. No corresponding adjustments in TOA will be required.

2. DHP adjustments that result in a shift of military authorizations from one Military Department service support program element (PE) to a different service support PE must be documented in a MOA, in accordance with DoDI 4000.19. No corresponding adjustments in TOA will be required.

3. DHP adjustments that do not result in a shift of military authorizations on a Military Department service support PE to another service support PE in the same Military Department do not have to be documented in a MOA.

(3) Military Department-initiated reorganizations, transformation initiatives, and military-to-civilian conversions that adjust military authorizations aligned to the DHP will be tied to a corresponding adjustment in TOA at the applicable transfer price. All Military Department-initiated adjustments to DHP military authorizations must be approved by the ASD(HA) and documented in a MOA, in accordance with DoDI 4000.19.

(a) Secretary of Defense-directed mission transfers between DHP and the Military Departments necessitating an adjustment in DHP military authorizations will require only a transfer of military authorizations. Unless specifically directed by the Secretary of Defense, no corresponding adjustment in TOA will be required.

(b) The annual DoD composite rate will be used as the standard transfer price for adjustments in military authorizations. The ASD(HA) and the Military Departments have the authority to negotiate a transfer price that differs from the annual DoD composite rate, provided that all military authorization adjustments aligned to the DHP are documented in MOAs.

(c) The Secretaries of the Military Departments will record agreements in a signed MOA, in accordance with DoDI 4000.19. The MOAs will be submitted in time to be reflected in the Military Department's POM and budget estimate submissions and in accordance with published DoD program and budget review guidance.

1. All manpower issues will be resolved according to established MHS governance policies and procedures.

2. If consensus cannot be reached on a proposed change and a MOA cannot be executed, the ASD(HA) or Secretary of the concerned Military Department may submit an issue proposal following the President's Budget request procedures and timelines.

(4) The Secretaries of the Military Departments are responsible for reporting their prior-year actual DHA-allocated authorizations in the Next Generation Resource Management System as part of the annual end-of-Fiscal-Year reporting according to issued Program/Budget Review Guidance timelines.

(5) The Secretaries of the Military Departments will update the Director of Cost Assessment and Program Evaluation and Under Secretary of Defense (Comptroller)/Chief

Financial Officer, Department of Defense on current-year DHA-allocated authorization execution detailing actual allocations through mid-year and projected allocations through the end of the fiscal year as part of the Fiscal Year Mid-Year Execution Review according to provided timelines.

4. ASSIGNING UNIFORMED MEDICAL AND DENTAL PERSONNEL.

a. Categorization of Military Billets and Assignment to DHA MTF/DTFs.

(1) DHA MTF/DTF Assigned Uniformed Medical and Dental Personnel. This category includes all uniformed medical and dental personnel assigned on orders to a DHA MTF/DTF, to include a subset who are also aligned with an operational billet. Generally, personnel will be assigned to the MTF/DTF on orders to the MTF/DTF for 36 months.

(a) Evaluations: The Director, DHA and the Secretaries of the Military Departments will develop a performance evaluation process within 180 days of the date of this DTM and maintain such performance evaluation process for assigned personnel.

(b) Orders: Uniformed medical and dental personnel will be assigned to the DHA MTF/DTF on orders to the DHA MTF/DTF pursuant to the respective Military Departments' permanent change of station orders process.

(c) Accessibility:

1. The Director, DHA and the Secretaries of the Military Departments will develop notification timelines to provide standardized awareness of availability of uniformed medical and dental personnel assigned on order to a DHA MTF/DTF and enable the DHA and Military Departments to best ensure stability of staffing at the DHA MTFs/DTFs to render patient care.

2. The dual-hatted DHA MTF/DTF director or Service commander will have discretion and delegated authority to balance health care delivery and career-enhancing opportunities when approving temporary additional duty and temporary duty.

(2) Military Service-assigned Uniformed Medical and Dental Personnel. This category includes uniformed medical and dental personnel in billets with specific validated and funded operational and training requirements identified by the Secretaries of the Military Departments. Personnel assigned to these authorizations fall under the command and control of their unit or command and are referenced as borrowed military manpower or operational medical forces as noted in subsequent business rules.

(a) The Military Department chain of command and the Service commander exercise administrative control of uniformed medical and dental personnel who perform duties at DHA MTF/DTF facilities.

(b) Evaluations: The Military Services will utilize existing performance evaluation schemes for assigned personnel, updated as appropriate to reflect the requirements of this issuance.

(c) Orders: Uniformed medical and dental personnel will be assigned to Military Service operational units, pursuant to the respective Military Departments' permanent change of station orders process. These assignments constitute validated Military Service requirements.

(d) Accessibility:

1. Military Service commanders will have discretion and authority to balance the Military Service missions with ability to support DHA MTF/DTF operations. Availability of such uniformed medical and dental personnel to the DHA MTF/DTF will be determined by the operational mission. The amount of expected use within the DHA MTF/DTF for these personnel will be developed by the Director, DHA and the Secretaries of the Military Departments to provide maximum predictability for both the uniformed medical and dental personnel and the DHA MTF/DTF.

2. These uniformed medical and dental personnel may not be able to meet all DHA MTF/DTF policy requirements due to their operational responsibilities. Such requirements include, but are not limited to, opening schedules for booking several months in advance and the number of enrolled patients to a provider.

3. Uniformed medical and dental personnel working in the DHA MTF/DTF will follow all DHA clinical quality management policies. Uniformed medical and dental personnel will adhere to applicable DHA clinical and administrative guidelines to ensure a consistent standard of care. The Director, DHA exercises operational control over such personnel when they provide health care services in DHA MTFs/DTFs.

b. Accountability. The desired outcome of this directive-type memorandum is to provide a holistic view of the entire DHA MTF/DTF workforce (i.e., uniformed, civilian employees, and contractor personnel), assess risk, and identify future actions to mitigate risk and optimize the direct care system.

(1) The Director, DHA, in coordination with the Secretaries of the Military Departments, will conduct a periodic assessment and report the number of Military Service manpower hours executed in a DHA MTF/DTF compared to planned manpower and the resources required, to mitigate any Military Service manpower shortfall and measure and report Military Service performance to the ASD(HA). The metrics included in the report will be identified in business rules established by the ASD(HA).

(2) The Director, DHA is accountable for periodic reporting on DHA civilian employee hiring to the USD(P&R) and the Secretaries of the Military Departments through the ASD(HA) at least quarterly. The Director, DHA is accountable for the effective and efficient use of their total workforce (i.e., uniformed, civilian employee, and contractor personnel) to carry out the DHA's assigned missions.

(3) The Secretaries of the Military Departments will review each report and, in coordination with the Director, DHA, provide mitigation strategies for identified gaps to include adjustments to personnel and budgetary resources.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ACRONYM	MEANING
ASD(HA)	Assistant Secretary of Defense for Health Affairs
DHA	Defense Health Agency
DHP	Defense Health Program
DoDI	DoD instruction
DTF	dental treatment facility
DTM	directive-type memorandum
FYDP	Future Years Defense Plan
MHS	Military Health System
MOA	memorandum of agreement
MTF	military medical treatment facility
PE	program element
POM	program objective memorandum
TOA	total obligation authority
UMD	unit manning document
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
administrative control	Direction or exercise of authority over subordinate or other organizations in respect to administration and support. Applies to uniformed medical and dental assigned on official military assignment orders to a DHA MTF/DTF. Administrative control constitutes the delivery of routine Military Department administration and support functions (e.g., leave, promotion, family care plans) and exercising authority over such uniformed medical and dental personnel for purposes of applying Chapter 47 of Title 10, United States Code (also known as the “Uniform Code of Military Justice”) and other disciplinary and adverse administrative actions.

TERM	DEFINITION
allocation	A funded authorization.
annual DoD composite rate	Provides the timeliest, grade specific estimate of the economic cost of a military billet. It includes the basic pay, retirement pay accruals, basic allowance for housing, basic allowance for subsistence, incentive and special pays, permanent change of station pay, miscellaneous pay, and the Medicare-Eligible Retiree Health Care normal cost contribution. The annual DoD composite rate is established by the Under Secretary of Defense (Comptroller)/Chief Financial Officer, in accordance with provisions of Volume 11A, Chapter 6, Appendix G of DoD 7000.14-R.
aligned	The steps taken to ensure the requirements and authorizations on the DHA manning document are in-line with the positions on the Military Service manpower document. Military Service manpower positions aligned to DHA manning document positions are not duplicative and a single Service member will fill both positions.
assignment	Placement of personnel on orders to DHA MTFs/DTFs where such placement is relatively permanent for the length of the assignment and where serving at the DHA MTF/DTF is their primary duty. The Director, DHA exercises operational control over such personnel for the primary duties for which they are assigned.
authorization	Total strength authorized by law for internal Military Service applications only. This includes the sum of personnel in the force structure and individuals accounts. Synonymous with “manpower authorizations.”
billet or position	Defined in DoDI 7730.64.
clinical readiness	Clinical practice that is relevant to a provider or provider team’s ability to perform their assigned deployed role. This would include MTF-based practice as well as clinical experience gained through partnerships. Also included are relevant medical education, licensure, and privileging for providers and team members.
exigent circumstances	An emergency requiring swift action to prevent imminent danger to life or operational mission failure that cannot wait to undergo the normal Secretary of a Military Departments’ defined validation process to identify and notify the Director, DHA of operational and training requirements.

TERM	DEFINITION
funded	Defined in DoDI 7730.64.
manning	The process of staffing requirements with trained personnel, which can include military, civilian employee, or contractor resources.
manpower	Defined in DoDI 1120.11.
Military Service duties	Those duties performed by uniformed medical and dental personnel assigned on-orders to a DHA MTF/DTF that do not fall under the authority, direction, and control of the Director, DHA that prevents the uniformed medical or dental personnel from providing the programmed level of support to DHA.
MHS governance	A governance process composed of three councils, one board, one joint body, various focus councils, and working groups as established. The Military Health System Executive Review, chaired by the USD(P&R), is the highest-level body of MHS governance.
MTF	Any fixed facility of the DoD that is outside of a deployed environment and used primarily for health care, including dental care; and any other location used for purposes of providing health care services as designated by the Secretary of Defense.
MTF/DTF director and Service commander	As a general rule, at each MTF there will be a single Military Service officer who will be dual-hatted as the MTF/DTF director and the Service commander. For ease of reference, this dual-hatted officer will be referred to as the “MTF director” except when acting solely in their capacity as Service commander, in which case, the officer will so state and will execute documents and issue direction with the title of “Service commander.”
on orders	The technical process by which the Secretary of a Military Department places military personnel on official military assignment orders to a Service manpower document position, which is both a required and authorized position, and is aligned to a requirement and authorization on the DHA’s UMD, with a memorandum entry denoting the alignment. The primary mission of military personnel on orders is to work in the DHA MTF/DTF under the authority, direction, and control of the Director, DHA, while receiving administrative control from the Secretary of the Military Department concerned.
requirement	Defined in DoDI 7730.64.

TERM	DEFINITION
transfer price	The standard rate for military authorizations adjustments that are based on the annual DoD Composite Rate.
UMD	The DHA’s manpower document that identifies the positions, and enumerates the requirements, that have been validated by the Director, DHA for the DHA MTF/DTF for a specific fiscal year (authorization year), and authorized through coordination with the Secretaries of the Military Departments for planning and programming purposes for the 4 subsequent fiscal years (program years), with a memorandum entry aligning the requirement and authorization to an aligned position on the Military Service manpower document.
validated operational and training requirement	An operational or training requirement established pursuant to a Secretary of a Military Department’s defined validation process.