



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

DHA-IPM 24-004  
June 6, 2024

MEMORANDUM FOR SEE DISTRIBUTION LIST

SUBJECT: Medical Logistics Guidance for the Sustainment Support of Medical Device and Equipment of External Entities

- 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) DoD Instruction 4000.19, "Support Agreements," December 16, 2020
  - (e) DHA Administrative Instruction 6430.11 "Healthcare Technology Management (HTM) Biomedical Equipment Program", October 14, 2021
  - (f) DoD Financial Management Regulation Volume 11A, Chapter 1, paragraph 2.4.6. "Direct Military Labor"

This Defense Health Agency Interim Procedures Memorandum (DHA-IPM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (f), establishes the DHA procedures for the management and execution of the sustainment of medical device and equipment (MDE) from external (non-DHA) entities and agencies by DHA military medical treatment facility (MTF) Healthcare Technology Management (HTM) Sustainment Departments.

This DHA-IPM applies to the DHA Enterprise (components and activities under the authority, direction, and control of the DHA) to include assigned, attached, allotted, or detailed personnel, and the Military Departments (MILDEP).

DHA MTF HTM Sustainment activities will provide MDE sustainment support to non-DHA entities upon request on a reimbursable basis as MTF resources allow.

The Fiscal Service Form 7600A, "United States Government Interagency Agreement – Agreement Between Federal Agencies General Terms and Conditions Section," found at <https://www.fiscal.treasury.gov/files/forms/form-7600a.pdf>, and a corresponding Memorandum of Agreement will be used to document and formalize this support agreement in accordance with reference (c). The agreement will include, but is not be limited to, the following information: responsibilities of the parties found in Enclosure 1 and MDE sustainment services funding policy found in Enclosure 2.

This IPM does not apply to customers with established funding with the MTF, such as War Reserve Materiel (WRM) Program, or who are covered under the Service Level Agreement between DHA and the MILDEP.

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This DHA-IPM is cleared for public release and 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/>.

The proponent of this publication is the Director, Medical Logistics. 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 Director, Medical Logistics to determine if the waiver may be granted by the Director, DHA or designee.

This DHA-IPM is effective upon signature. It will expire 1 year 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

Attachments:

Enclosure 1

Enclosure 2

DHA Form 157 "MDE Support Request"

Glossary

June 6, 2024

DISTRIBUTION:

Assistant Secretary of the Army (Manpower and Reserve Affairs)  
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Principal Deputy Assistant Secretary of Defense for Health Affairs  
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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

ENCLOSURE 1

RESPONSIBILITIES OF THE PARTIES

1. NON-DHA ENTITY. The non-DHA entity will:

- a. Validate the need for support and confirm exhaustion of all MDE support assets prior to requesting assistance.
- b. Submit a formal request for support utilizing the attached DHA Form 157 “MDE Support Request” found at DHA Forms Library as amended if established funding stream is not already in place with the MTF for customers such as WRM and Veterinary Clinics.
- c. If service/repair is unable to be completed from non-DHA entity due to lack of training, a Biomedical Equipment Technician from the entity must be available for training during the service/repair of the MDE.
- d. Provide service/agency approved work request documentation as applicable.
- e. Obtain an approved cost estimate in accordance with (IAW) the DHA Form 157 of requested support from DHA MTF.
- f. Establish a valid, fully funded line of accounting to ensure reimbursement of funds to the DHA MTF prior to initiation of support.
- g. Coordinate retrieval of serviced MDE upon notification of completion within the established timeframe.

2. DHA. The DHA (MTF HTM Manager) will:

- a. Determine if capabilities exist to render the requested support without jeopardizing its assigned missions IAW reference (d) paragraph 7.5.
- b. Provide procedures for requesting assistance utilizing DHA Form 157 including:
  - (1) Timeline of request based on established priority matrix.
    - (a) Mission Requirement Service. Essential MDE, which could jeopardize the operation of the primary mission (8 working days).
    - (b) Scheduled Service. Identify MDE and monthly schedule to complete maintenance +/- authorized deviations.

(c) Routine Service will be completed in accordance with DHA standards for Routine Work-Order processing as equipment and parts availability allow.

(2) Verify service/agency approved work request, as applicable, accompanies all DHA Form 157s.

(3) Provide a cost estimate to non-DHA entity.

(4) Request approval for service/repair of MDE or return MDE to non-DHA entity if approval is not given.

(5) If approval is given, provide Accountable Property System of Record (APSR) generated work order or DHA-approved manual work order. Use information provided on the service/agency provided work request to capture work request and establish chain of custody.

c. Notify non-DHA entity of any time constraints at time of request.

d. Gain approval from non-DHA entity before proceeding on any request where there is an increase of cost due to parts, labor, or contract costs.

e. Complete requested service/repair in timely manner based on the established priority matrix.

ENCLOSURE 2

MDE SUSTAINMENT SERVICES FUNDING POLICY

1. REPAIR/PREVENTATIVE MAINTENANCE PARTS:

a. Medical repair parts sourced through the DHA MTF Supply Activity for non-DHA entities are on a reimbursable basis.

b. Medical repair parts used by DHA MTF HTM activities in the scheduled/unscheduled service of non-DHA entity MDE sourced through the DHA MTF will be provided on a reimbursable basis.

2. LABOR COSTS. (Based on APSR established site labor rate):

a. Military labor costs for other DoD entities are not reimbursable IAW reference (e).

b. Civilian labor costs in support of DoD entities are reimbursable.

c. Military and Civilian labor costs in support of any non-DoD entities are reimbursable.

d. Temporary Duty Expenses to support non-DHA entities is reimbursable.

e. Contract/Third Party costs incurred to complete the requested service/repair are reimbursable.

ABBREVIATIONS AND ACRONYMS

APSR	Accountable Property System of Record
DHA	Defense Health Agency
HTM	Healthcare Technology Management
IAW	In Accordance With
MDE	Medical Devices and Equipment
MTF	Military Medical Treatment Facility