



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

September 18, 2020

DHA-IPM 18-014

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)
DIRECTOR OF THE JOINT STAFF
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 18-014, Joint Medical Executive Skills Program (JMESP)

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 2001, Public Law 106-398, Section 760
(e) DoD Appropriations Act for Fiscal Year 1992, Public Law 102-172, Section 8096
(f) DoD Instruction 6000.15, "Joint Medical Executive Skills Development Program," April 19, 1999

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 (f).

- Assigns responsibilities, describes procedures, and formalizes the JMESP within the Military Health System (MHS). This program assists in preliminary education and training for commanders or directors of DoD medical treatment facilities (MTFs) and leaders of DHA and TRICARE Regional Offices, to include officers, enlisted, and civilians.

- Redesignates the Director, DHA, as the DoD lead for the JMESP.
- Is effective immediately; it must be incorporated into a new DHA-Procedural Instruction. This DHA-IPM will expire 6 months from the date of issue.

Applicability. This DHA-IPM 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 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. See Attachment.

Procedures. In accordance with References (d) and (e):

- DoD funds appropriated may only be used for candidates who have demonstrated executive skills and competencies to perform strategic roles in the MHS.
- The JMESP outlines the MHS’s courses and an education continuum that enable medical department personnel to gain and demonstrate executive and management skill competencies.

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

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RONALD J. PLACE
LTG, MC, USA
Director

Attachment:
As stated

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
RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and the Assistant Secretary of Defense for Health Affairs, and in accordance with Reference (b), the Director, DHA, will:

a. Exercise overall responsibility for plans, programs, requirements, and systems pertaining to the JMESP; and

b. Evaluate the effectiveness and efficiency of medical executive skill programs, and direct the recommendation of changes.

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

a. Certify personnel qualifications for service as MTF commanders, TRICARE Regional Office leaders, DHA leaders, and key members of their staff, as applicable, in accordance with References (d) and (e);

b. Review operational guidance for the JMESP to fully align leader development learning opportunities sponsored by their departments with the JMESP to maximize overall return on investment;

c. Approve updated versions of the core curriculum containing the Service-approved competencies; and

d. Make recommendations to the Director, DHA, as appropriate.

3. DEPUTY ASSISTANT DIRECTOR, EDUCATION AND TRAINING (E&T), DHA. The Deputy Assistant Director, E&T, DHA, will:

a. Program, budget, and finance the work of the JMESP through the Defense Health Program;

b. Manage the JMESP through the Leadership, Education, Analysis, Development, Sustainment (LEADS) Division and as Chair of the JMESP Working Group; and

c. Monitor implementation of the procedures established herein.

4. DIVISION CHIEF, LEADS. The Division Chief, LEADS, under the authority and direction of the Deputy Assistant Director, E&T, DHA, will:
- a. Report to the Deputy Assistant Director, E&T, DHA.
 - b. Develop and manage a common competency tracking system in conjunction with Service leads and the Deputy Assistant Director, E&T, DHA;
 - c. Maintain currency of the JMESP core curriculum; and
 - d. Catalog E&T programs in the areas of leadership development, management, and lifelong learning.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

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| DHA | Defense Health Agency |
| DHA-IPM | Defense Health Agency-Interim Procedures Memorandum |
| E&T | Education and Training |
| JMESP | Joint Medical Executive Skills Program |
| LEADS | Leadership, Education, Analysis, Development, Sustainment |
| MHS | Military Health System |
| MTF | medical treatment facility |