



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

February 21, 2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Military and Civilian Provider Licensure Reimbursement Program Implementation
for Alternate License Due to State Restrictions

- References: (a) Section 1094 of Title 10, U.S.C., "Licensure Requirement for Healthcare Professionals"
- (b) Defense Health Agency (DHA) Procedures Manual 6025.13, "Clinical Quality Management in the Military Health System, Volume 4: Credentialing and Privileging," August 29, 2019.
 - (c) Section 2015 of Title 10 United States Code (U.S.C.), "Program to Assist Members in Obtaining Professional Credentials"
 - (d) Section 1096 of Title 10 U.S.C., "Military-Civilian Health Services Partnership Program"
 - (e) Secretary of Defense Memorandum, "Payment of Professional Credentialing Expenses for Military Members," July 16, 2009.
 - (f) Section 5757 of Title 5, U.S.C., "Payment of Expenses to Obtain Professional Credentials"
 - (g) Department of Defense Instruction 1400.25, Volume 410, "DoD Civilian Personnel Management System: Training, Education, and Professional Development," September 25, 2013.
 - (h) Secretary of Defense Memorandum, "Ensuring Access to Reproductive Health Care," October 20, 2022.
 - (i) Under Secretary of Defense Memorandum, "Delegation of Authority for Payment of Professional Credentialing Expenses for Military Members," February 13, 2023.
 - (j) DHA Memorandum, "Use of Appropriated Funds to Reimburse State Licensure Fees," February 13, 2023. (hereby canceled)
 - (k) DHA Memorandum, "Use of Appropriated Funds to Reimburse State Licensure Fees," February 21, 2023.
 - (l) DHA Memorandum, "Military and Civilian Provider Licensure Reimbursement Program Implementation for Alternate License Due to State Restrictions," February 13, 2023. (hereby canceled)

This memorandum cancels and replaces reference (l), which allowed for delegation of reimbursement authority to military medical treatment facility Directors. Such delegation is not authorized.

References (c)-(g) permit Department of Defense Components to pay for expenses for providers to obtain and renew professional credentials including licensure. References (h) and (i) direct development of a program to reimburse applicable fees, as appropriate and consistent with applicable federal law, for Department of Defense health care providers who wish to become licensed in a different state than that in which they are currently licensed in order to support the performance of official duties. Such reimbursement may be made as determined in writing by the DHA Director, in accordance with this policy and following the instructions in Enclosure 1,

in circumstances where there is the potential for adverse impacts related to state regulations and statutes which may restrict a provider's federally authorized clinical practice. This memorandum serves to implement a program authorizing reimbursement for providers' licensure fees for this circumstance, consistent with authority and direction provided for in references (a)-(i) and (k).

A request must comply with the authorized use of appropriated funds for licensure reimbursement as delineated in references (a)-(i) and (k) and enclosures to this memorandum.

The provider must also meet the following eligibility criteria:

- a. All state licenses currently held by the provider must be in good standing.
- b. The provider must meet prerequisite eligibility requirements for licensure established by the state certifying/licensing authority.
- c. There are no quality or safety concerns regarding the provider's performance and practice.
- d. For civilian providers, the employee was performing at the acceptable level or above at the time of their last rating period. Payment may be exercised on behalf of an employee meeting the eligibility criteria established in Reference (g).
- e. Civilian providers who are excepted from competitive service occupying confidential, policy determining, policymaking, or policy-advocating positions are not eligible (e.g., Schedule Cs, Non-career SES, and PAS).
- f. Contract providers are not eligible for reimbursement under this policy.

Fees for obtaining any license or certification necessary to qualify a civilian employee for a specific vacancy announcement or for obtaining a license for initial appointment for military providers may not be reimbursed. Military providers are subject to any military service obligations and/or remaining minimum time-in-service required for payment of licensure fees as established by the Military Departments. Any additional service obligation requirements will be coordinated with the Military Departments. Appropriated funds may also be used to reimburse a volunteer for obtaining a license if the individual already possesses a current, valid, active, unrestricted license in any jurisdiction, similar to other federal employees.

The process for reimbursement must follow the enclosed Military/Civilian Provider License Fee Reimbursement Instruction for Alternate License Due to State Restrictions, to include submission of the enclosed Application for Alternate License Reimbursement. As established in reference (i), redelegation of this authority from the DHA Director to the MTF Director is not authorized. The DHA Director retains approval authority for reimbursement and authority for any waivers related to this policy.

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TELITA CROSLAND
LTG, USA
Director

Enclosures:

1. Military/Civilian Provider License Fee Reimbursement Instruction for Alternate License Due to State Restrictions
2. Application for Alternate License Reimbursement

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cc: Surgeon General of the Army
Surgeon General of the Navy
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