



Defense Health Agency

PROCEDURES MANUAL

NUMBER 6430.05

October 5, 2021

Incorporating Change 1, March 10, 2023

Director, MEDLOG

SUBJECT: Shelf-Life Extension Program

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Procedures Manual (DHA-PM) based on the authority of References (a) through (c), and in accordance with the guidance of References (d) through (k), establishes the DHA procedures to manage and provide guidance on the Shelf-Life Extension Program (SLEP) within the Military Health System and contingency operations. Additionally, this DHA-PM provides guidance on general operations of the Department of Defense (DoD)/Food and Drug Administration (FDA) SLEP to non-DoD program participants.

2. APPLICABILITY. This DHA-PM 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 (MILDEPs).

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to Reference (f), to provide authority to the DHA Medical Logistics Division (MEDLOG) to be the executive manager for the DoD/FDA SLEP, oversee the program, and act as the single interface for other federal agencies between SLEP and the FDA. The following organizations enter into inter-agency agreements with DHA MEDLOG to participate in the SLEP program: Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Logistics Agency, Department of Health and Human Service's (HHS) Strategic National Stockpile, Veterans Administration Emergency Preparedness Program, National Guard Bureau, Federal Bureau of Investigation, Department of Homeland Security, and the Department of State. Service specific guidance with regard to the administration of SLEP inter-agency agreements (IAAs) lies with the following component agencies to include, Army Medical Logistics Command, Naval Medical Logistics Readiness Command (commonly referred to as, NMLRC-DET FORT DETRICK), Air Force Medical Readiness Agency, and the US Coast Guard.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, Medical Logistics (MEDLOG). 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 MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release.** This DHA-PM 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/>.

8. EFFECTIVE DATE. This DHA-PM:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. FORMS

a. Standard Form (SF) 1080, Voucher for Transfers Between Appropriations and Funds is available at: <https://www.gsa.gov/Forms/TrackForm/32759>.

b. The following Department of Defense (DD) forms are available at: https://www.esd.whs.mil/Directives/forms/dd0001_0499/.

(1) DD Form 448, Military Interdepartmental Purchase Request (MIPR)

(2) DD form 2875, System Authorization Access Request (SAAR)

c. The DD Form 448-2, Acceptance of MIPR is available at: DD Form 448-2, "Acceptance of MIPR" (whs.mil)

d. The DHA Form 130, GFEBS Direct Charge Funding Request is available at: DHA Forms Library

e. The following Fiscal Service (FS) Forms are available at: <https://fiscal.treasury.gov/g-invoice/resources.html>

(1) FS Form 7600A, General Terms and Conditions

(2) FS Form 7600B, Agreement Between Federal Program Agencies for
Intragovernmental Reimbursable, Buy/Sell Activity

CROSLAND.TEL
ITA.1017383040

Digitally signed by
CROSLAND.TELITA.1017383040
Date: 2023.03.10 16:01:51 -05'00'

TELITA CROSLAND
LTG, USA
Director

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