



DEFENSE HEALTH AGENCY
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December 16, 2024

MEMORANDUM FOR DIRECTORATES, NETWORKS AND MILITARY TREATMENT FACILITIES

SUBJECT: Fiscal Year 2025 Acquisition and Assistance Cut-off Dates

This memorandum provides Defense Health Agency (DHA) Fiscal Year (FY) 2025 Acquisition and Assistance (Attachment 1) Cut-off Dates. These cut-off dates reflect the last date to submit an acceptable procurement package for execution by the desired start date/award date. Requiring Activities (RAs) are highly encouraged to plan, develop, and coordinate requirements early in the acquisition lifecycle process to ensure execution of their requirements by September 30, 2025.

This guidance applies to all new and follow-on (re-compete and sole source) requirements. Requirements packages in support of a RA that are submitted/received after the established deadlines will be evaluated on a case-by-case basis by the supporting Contracting Division Chief or Chief of Grants.

Late procurement packages must be accompanied with a "[Justification of Urgency \(JoU\)](#)" (Attachment 2), that is completed by the RA and Contracting Division Chief/ Chief of Grants, and may be approved or disapproved at their discretion. If disapproved by the Contracting Division Chief/Chief of Grants, a request for exception may be submitted to the Head of the Contracting Activity for final approval or disapproval.

The point of contact for this memorandum is Mr. Nick Ceciliani at (303) 676-3997 or Nicholas.R.Ceciliani.civ@health.mil.

James E. Watkins
Head of the Contracting Activity
Defense Health Agency

Attachment 1: FY25 Acquisition and Assistance Cut off dates
Attachment 2: DHA Form 434_ Justification of Urgency Template