

## How to Request a Health Hazard Assessment (HHA) in Three Easy Steps

**Step 1:** Prepare a formal and signed memorandum requesting an HHA for submission via the  website. See our HHA Program mailing address at step 3.

- ◆ Your name/Technical POC, address, MACOM/MSC, PEO and phone/fax numbers, e-mail address
- ◆ System nomenclature and description
- ◆ Acquisition category (ACAT)
- ◆ Purpose of the system
- ◆ System components
- ◆ Life cycle system phase
- ◆ Funds availability to support HHA on-site work (if necessary)
- ◆ System prototype (where/when)
- ◆ Purpose of HHA
- ◆ When HHA report is required
- ◆ For NDIs, describe the health standards applied in the product design and health problems that surfaced during testing and/or market investigation
- ◆ Number of planned systems and users/operators

**Step 2:** Assemble the following information (if available) and forward to HHA POC when requested.

- ◆ Safety Assessment Report (SAR)
- ◆ Human Factors Engineering Assessment (HFEA)
- ◆ Capabilities Development/Production Document (CDD/CPD)
- ◆ Initial Capabilities Document (ICD)
- ◆ Programmatic Environmental, Safety, and Occupational Health Evaluation (PESHE)
- ◆ System MANPRINT Management Plan (SMMP)
- ◆ Test and Evaluation Management Plan (TEMP)
- ◆ Detailed Test Plan
- ◆ Acquisition Strategy
- ◆ Independent Evaluation Plans/Reports
- ◆ TT/UT Test Reports
- ◆ Program Review Documentation
- ◆ Operational Mode Summary/Mission Profile
- ◆ Previous Health Hazard Assessment Reports
- ◆ Other Health Hazard Reports (i.e., commercial vendors, other military services, etc.)
- ◆ User Technical Manuals

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### Step 3:

- Go to the  website: <http://chppm-www.apgea.army.mil>.
- At the top of the  home web page, click on "Request Services".
- Complete steps 1, 3, 4, and 5 and submit your request after attaching signed formal memo.

### **Mailing address and phone numbers:**

Commander, USACHPPM  
ATTN: MCHB-TS-OHH  
5158 Blackhawk Road  
APG, MD 21010-5403

Telephone: COM 410-436-2925  
DSN 584-2925

**Submit your request and a signed formal memorandum via the  website ASAP.**

**Budget for HHA Program reimbursable support.**

Early HHA Program involvement prevents last minute surprises or delays. Normally it takes 90 days from the date we receive a **complete request package** to prepare an HHA report.

REQUESTS FOR PROGRAM DOCUMENT  
REVIEWS SHOULD BE SENT TO:  
Commander, USAMEDDC&S  
ATTN: MCCS-FCC-P  
1400 E. Grayson St.  
Fort Sam Houston, TX 78234-5052  
DSN 471-1622  
COM 210-221-1622/FAX 0121  
Ben.Gibson@amedd.army.mil



**U.S. Army Center for Health  
Promotion & Preventive Medicine**

## ***U.S. ARMY HEALTH HAZARD ASSESSMENT PROGRAM IN SUPPORT OF THE MATERIEL ACQUISITION DECISION PROCESS (AR 40-10)***

### **POCKET GUIDE**



**Health Hazard Assessment Program  
ATTN: MCHB-TS-OHH  
5158 Blackhawk Road  
Aberdeen Proving Ground  
MD 21010-5403  
Telephone: COM 410-436-2925  
DSN 584-2925**

## The U.S. Army's Health Hazard Assessment Program

- ◆ The Army's Health Hazard Assessment (HHA) Program is designed to identify and eliminate or control health hazards associated with the life cycle management (LCM) of new and improved materiel and weapon systems. The HHA Program focuses on potential health hazards resulting from training, combat, and maintenance throughout a system's LCM.
- ◆ There may be several Health Hazard Assessment Reports (HHARs) completed throughout the LCM of a system to support milestone decision reviews, safety releases, material releases, etc. Developers, testers, evaluators, users, maintainers, logisticians, and disposers should use **all** of the HHARs to identify, control, eliminate, or minimize personnel exposures to health hazards.
- ◆ The Army's HHA Program supports the Army acquisition community's compliance with health assessment requirements contained in DOD and Army Regulations and Army Acquisition Executive MANPRINT Policy. The proponent is The Surgeon General (TSG) and  is TSG's Lead Agent.

### For more detail:

- ◆ AR 40-10, The Health Hazard Assessment Program in Support of the Army Materiel Acquisition Decision Process.
- ◆ AR 602-2, Manpower and Personnel Integration (MANPRINT).
- ◆ AR 70-1, Army Acquisition Policy.
- ◆ U.S. Army Health Hazard Assessment Manual, Procedures Guide.
- ◆ DODI 5000.2, Operation of the Defense Acquisition System.

## The MATDEV Perspective of How the HHA Process Works

- ◆ The MATDEV should initiate the HHA process during Phase A: Concept Exploration.
- ◆ HHAs are to be done for all types of acquisitions to include materiel changes, nondevelopmental items, and new developments.

### The Process

- ◆ **Identification of the potential health hazards.** In coordination with the developer, potential health hazards are identified and design guidance to eliminate or control the hazard are detailed in an initial Health Hazard Assessment Report (IHHAR). Lessons learned from similar predecessor systems are retrieved from the HHA Program database and provided to the developer.
- ◆ **Early integration of health hazard concerns.** The IHHAR should inform the MATDEV about potential health hazards early in the acquisition process so that resources are programmed to address them. Also the information should be reflected in documents such as CDD/CPDs, RFPs and early design specifications. NDI programs should use the IHHAR to tailor market investigations.
- ◆ **Collection of health hazard data.** The developer is responsible for providing information to the medical assessor. The data may already exist, i.e., that from a predecessor or like system may be sufficient, or it may be acquired during developmental/technical (and sometimes user/operational) testing. The information from the IHHAR should be incorporated into test plans (e.g., Test and Evaluation Master Plan, and Detailed Test Plans) to acquire new data and provide testers with an awareness of potential system health hazards.
- ◆ **Assessment of health hazard data.** When the health hazard data are provided to the Army Medical Department's Independent Medical Assessors (IMAs), an assessment is performed. Often there are multiple health hazard issues; therefore, the expertise of people from several scientific and health disciplines is required. A matrix concept is employed to address multiple health issues. A team of IMAs is formed and coordinated by the Army HHA Program at USACHPPM. The product of this process is the Health Hazard Assessment Report (HHAR) that meets the requirements of DODI 5000.2, AR 40-10, AR 70-1, and AR 602-2.

- ◆ **Allow sufficient time for the HHA.** The HHA process requires interaction between developer, tester, and matrixed AMEDD communities and should occur throughout the life cycle of a development program. AR 40-10 indicates that **90 days are required to produce a formal HHAR**; this time allows the interaction of multiple scientific and health specialists. The 90-day period starts when all the health hazard information is available to the Independent Medical Assessor (IMA). If data are missing the report can be delayed.



### Health Hazard Categories Addressed by the Army HHA Program

- Acoustic Energy
- Biological Substances
- Chemical Substances
- Oxygen Deficiency (ventilation)
- Radiation Energy
- Shock  
(Rapid acceleration/deceleration)
- Temperature Extremes & Humidity
- Trauma
- Vibration