

**CHARTER**  
**For**  
**TRICARE Management Activity**  
**Data Quality Management Control Workgroup**

**OVERSIGHT** – TRICARE Management Activity (TMA) Office of Chief Financial Officer (OCFO), Management Control and Financial Studies (MC&FS)

**PROPONENT/POC** – MC&FS

**1. PURPOSE:** The Data Quality Management Control (DQMC) Workgroup reports to the Defense Health Program Resource Management Steering Committee (RMSC). The DQMC workgroup serves as the advisory body for developing and recommending the strategic direction and strategy for the RMSC in support of the TMA DQMC Program and its associated Department of Defense Instruction (DoDI) 6040.40.

**Target for Success.** The DQMC Program provides oversight and recommended structure to improve the submission and processing of complete, accurate, and timely data and to assure uniformity and standardization of information across the Military Health System (MHS).

**Responsibilities.** The workgroup's responsibilities will address, but not be limited to, the following:

- Identification of policy and information system shortfalls impacting the implementation of DoDI 6040.40 at the TMA/Office of the Chief Information Officer, Service, and MTF levels. Coordination with other TMA Workgroups and Directorates, as required to communicate these shortfalls in their area of responsibility and provide recommended solutions.
- Ensure that the Data Quality Management Control Review List and Data Quality Statement (Enclosures 1 and 2 of the DoDI 6040.40) are updated at least annually to reflect policy changes and standards as required.
- Serve as point of contact for Government Accountability Office (GAO), Department of Defense (DoD) Investigator General (IG), and other external agencies on all DQMC issues.
- Provide overall oversight and support in conducting the TMA Data Quality Course and provide training and education on implementation of DoDI 6040.40 via the Service DQMC Managers as identified below in Section 2 (Membership) and Section 3 (Roles of Members).

## 2. MEMBERSHIP:

- |   |                   |
|---|-------------------|
| • TMA-OCFO, MC&FS Director                        | Chair             |
| • Army DQMC Manager                               | Principal Member  |
| • Navy DQMC Manager                               | Principal Member  |
| • Air Force DQMC Manager                          | Principal Member  |
| • JTF CapMed DQMC Manager                         | Principal Member  |
| • Consultant Support                              | Non-voting Member |
| • Government Support                              | Non-voting Member |
| • Uniform Business Office (UBO) Consultant        | Non-voting Member |
| • Uniform Biostatistical Utility (UBU) Consultant | Non-voting Member |
| • MEPRS Management Improvement Group Consultant   | Non-voting Member |

## 3. ROLES OF MEMBERS:

- The DQMC Workgroup Chairman, or Co-Chairman (designated Service DQMC Manager), in the absence of the Chairman, will be responsible for coordinating all DQMC Workgroup initiatives; will promulgate final DQMC policies, guidance, and procedures; will assign sub-working groups if required; will participate in working groups, as required, and distribute assignments; and will provide oversight and management of the Data Quality Course. The Chairman, on an as-needed basis, will delegate responsibilities to selected Co-Chairman.
- The Principal Members will be responsible for reviewing, coordinating, and developing requirements, policies, and guidance for the DQMC Program (DoDI 6040.40). The Service Data Quality Managers will represent their Service position on these matters. The Principal Members will also provide Service Operational Instructors for DoDI 6040.40 related instruction at the Data Quality Course (each quarterly course). The Principal Members will assist in facilitating on a rotating basis, the entire Data Quality Course, to ensure topic relevance and continuity between course topic materials.

**4. MEETINGS:** The DQMC Workgroup shall meet monthly, or at the call of the Chairperson. Minutes will be prepared, approved by the Chairperson and distributed to the members. In the event that a principal committee member is unable to attend, an alternate representative will be designated by the principal member to attend and exercise the member's voting privilege.

## 5. DELIVERABLES:

- Minutes will be kept of all meetings.
- Annual update and maintenance of DoDI 6040.40, Data Quality Management Control in the MHS.

- Maintain listing of issues and concerns, both policy and information system related that affect the successful implementation of DoDI 6040.40.
- Provide oversight of the Data Quality Course that is delivered 3-4 times per year.
- Serve as liaison from other workgroups and TMA Directorates on issues that are of concern in the successful implementation of DoDI 6040.40.

**6. DURATION OF COMMITTEE/WORKGROUP:** The authority to convene this workgroup expires at the direction of the TMA CFO or as directed by higher authority.

A handwritten signature in black ink, appearing to read "A. Middleton", with a long horizontal stroke extending to the right.

Allen W. Middleton, SES  
Chief Financial Officer  
Office of the Chief Financial Officer