



TRICARE
MANAGEMENT
ACTIVITY

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS
SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE
FALLS CHURCH, VIRGINIA 22041-3206

FEB 9 2006

MEMORANDUM FOR CHIEF MEDICAL OFFICER
CHIEF FINANCIAL OFFICER
CHIEF INFORMATION OFFICER
CHIEF DEPLOYMENT HEALTH SUPPORT
OFFICE OF THE GENERAL COUNSEL
CHIEF OF STAFF, TMA
CHIEF PHARMACEUTICAL OPERATIONS
DIRECTOR JOINT MEDICAL INFORMATION SYSTEM

SUBJECT: Contract Surveillance For TMA Non-Purchased Care Service Contracts

Recent Government Accountability Office (GAO) and DoD Inspector General reviews have identified inadequate contract surveillance for service contracts as a continuing serious issue within DoD. TMA, like other DoD activities, must step up and improve its efforts in this area. TMA has developed comprehensive guidance, both within section 5 of the Desk Top Reference (<http://www.tricare.osd.mil/tps/DeskTopReference.htm>), and through TMA policy memoranda (<http://www.tricare.osd.mil/tps/OversightofContracts.pdf>), to augment guidance within the Federal Acquisition Regulation (FAR) the Defense FAR Supplement (DFARS). As a follow-up to assist and check on adherence to this guidance, I have directed the TMA Procurement Support (TPS) office to begin a program of site visits with a sample of Contracting Officer Representatives (CORs) to review the adequacy of their contract surveillance efforts and provide education and assistance where appropriate. These visits will begin during the third quarter of this fiscal year.

TPS Acquisition Managers will schedule on-site visits to answer questions and review a sample of active task orders, using the attached COR review checklist to insure (among other things) that:

- A COR has been formally designated by the Contracting Officer
- The COR is conducting effective contract surveillance
- The COR is properly documenting all contract administration actions
- The COR is processing receiving reports IAW TMA policy
- The COR is properly documenting contractor performance

Please feel free to direct any questions to my project officer on this effort, Ms. Suzanne Curtis at (703) 681-1143, ext. 5420.

A handwritten signature in black ink that reads "Jean Storck". The signature is written in a cursive style with a large initial "J".

Jean Storck
Acting Chief, Health Plan Operations

Attachments:
As stated