



TRICARE
MANAGEMENT
ACTIVITY

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

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MEMORANDUM FOR ACTING CHIEF FINANCIAL OFFICER
CHIEF FORCE HEALTH PROTECTION AND
READINESS PROGRAMS
CHIEF HEALTH PLAN OPERATIONS
CHIEF INFORMATION OFFICER
CHIEF MEDICAL OFFICER
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CHIEF OF STAFF, TRICARE MANAGEMENT ACTIVITY
DIRECTORS OF TRICARE REGIONAL OFFICES
DIRECTOR, TRICARE AREA OFFICE-EUROPE
DIRECTOR, TRICARE LATIN AMERICA AND CANADA
DIRECTOR, TRICARE AREA OFFICE-PACIFIC

**SUBJECT: Nomination of a Contracting Officer's Representative for Service
Contracts Within the TRICARE Management Activity**

The purpose of this memorandum is to reinforce recent guidance issued by the Deputy Secretary of Defense regarding the importance of contract surveillance for service contracts.

As part of the John Warner National Defense Authorization Act for Fiscal Year 2008 (Public Law 109-364), Congress directed that the Department of Defense establish a "Panel on Contracting Integrity" to review current contract administration and identify areas for improvement. TRICARE Management Activity (TMA) participated in this process and one of the recommendations coming out of this panel has resulted in guidance from the Deputy Secretary of Defense on requiring activity responsibilities for contract surveillance of service contracts. This guidance, is contained in the attached memorandum, subject: Monitoring Contract Performance in Contracts for Services, dated August 22, 2008.

Given the number and cost of service contracts in support of TMA, supervisors at every level must continually emphasize the important aspects of contract surveillance and the key role played by the Contracting Officer's Representative (COR). This is an inherently Governmental function that requires special skills and diligence. The office of

the Assistant Secretary of Defense for Health Affairs recently recognized the importance of the role of the COR when it published guidance in March 2008 related to contract administration and COR responsibilities. This guidance is available at: <http://www.tricare.mil/tps/Mgmt-NPC-Contracts.pdf>. Officials throughout TMA are encouraged to review and strictly follow this guidance.

As discussed in the Deputy Secretary of Defense's memorandum, specific authority and responsibility resides with the COR. TMA requiring activities must therefore work with the responsible contracting office to ensure that all TMA personnel that will be giving guidance to contractors on a daily basis, including task managers, are nominated, properly trained, and appointed as CORs. Furthermore, supervisors will ensure that CORs are given the necessary resources to responsibly carry out their duties and that performance of these duties will be reflected in their annual performance appraisal.

Should you have any questions on this guidance, my point of contact is Ms. Suzanne Curtis, who may be reached at (703) 681-1113.



Elder Granger
Major General, MC, USA
Deputy Director

Attachment:
As stated