



TRICARE  
MANAGEMENT  
ACTIVITY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
HEALTH AFFAIRS**

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FALLS CHURCH, VIRGINIA 22041-3206

JAN 22 2009

MEMORANDUM FOR DIRECTORS, TRICARE MANAGEMENT ACTIVITY

SUBJECT: TRICARE Management Activity Surveillance Program

This memorandum implements the statutory requirements for organizations to demonstrate compliance with the protection of Personally Identifiable Information (PII) and Protected Health Information (PHI), in accordance with the Health Insurance Portability and Accountability Act of 1996, Privacy Act of 1974 and E-Government Act of 2002.

A compliance assessment team was identified and assigned the task of developing a framework to determine regulatory and statutory compliance requirements within TRICARE Management Activity (TMA). The team will develop organizational assessment checklists and questionnaires for site visits to TMA Program Offices, TRICARE Regional Offices and TRICARE Area Offices. These checklists and questionnaires will facilitate a proactive assessment of the organization's level of compliance with departmental policies, to include Department of Defense (DoD) 6025.18-R, "DoD Health Information Privacy Regulation," DoD 8580.02-R, "DoD Health Information Security Regulation," DoD 5400.11-R, "DoD Privacy Program," and DoD Chief Information Officer Memo Privacy Impact Assessments (PIA) Guidance.

The compliance assessment team will coordinate a site visit with the respective site representative. Prior to this visit, the compliance assessment team will distribute to the respective site a self-assessment checklist. The self-assessment checklist will assist the site in identifying opportunities for improvement. The compliance assessment team will follow-up with the site's representative to assist in implementing changes to any risks to privacy that are discovered. Once the organization's risks have been mitigated, follow-ups will occur on a regularly scheduled basis or as needed.

The purpose of the compliance review is to ensure that TMA is inspection-ready and able to appropriately respond to and demonstrate compliance with privacy and security requirements to any internal or external reviewing authority.

I am confident that we can use this great initiative to ensure that TMA meets the compliance requirements in protecting PII and PHI. I ask that you support this with the greatest dissemination as possible.

For any questions regarding the surveillance program, my point of contact is Ms. Leslie Shaffer who may be reached at (703) 681-7500 or [Leslie.Shaffer@tma.osd.mil](mailto:Leslie.Shaffer@tma.osd.mil).

Sincerely,

A handwritten signature in black ink, appearing to read "Elder Granger", with a long horizontal flourish extending to the right.

Elder Granger  
Major General, MC, USA  
Deputy Director