



TRICARE
MANAGEMENT
ACTIVITY

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

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FEB 29 2008

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Policy for Responsibility for Department of Defense Inspector General
and Government Accountability Office Audits**

This memorandum supersedes guidance dated June 9, 2006, defining the process for issuance, control, responsibility, and assistance in supporting the Department of Defense (DoD) Inspector General (IG) and the Government Accountability Office (GAO) audits.

I consider supporting audits a very important aspect of our operations. All audit agencies provide an invaluable review of our operations and processes and provide information to Congress and DoD that affects our mission. It is imperative that we provide the highest level of support.

Recently, several responses to either GAO or DoD IG audit reports required herculean efforts to obtain signature within the prescribed timeline. Because it is so critical to meet these established GAO and DoD IG timelines in order to allow the reports to be published, or for the audit agencies to receive our comments on time, I think now is a good time to review audit support responsibilities within the TRICARE Management Activity (TMA).

Within TMA, the Office of the Chief Financial Officer (OCFO) is designated as the central oversight for all audits. This office assists the audit organizations with identifying and assigning points of contact (POC) to support audits. Upon identification to TMA of a new audit/information request, OCFO will notify the appropriate director (electronically). The appropriate director will identify a POC within his or her area of responsibility to be the functional person for the audit/information request within two business days of audit notification. To assist in this endeavor, two flow charts are provided to visually describe the TMA audit control process (Attachment 1). The flow charts have been continually updated since the last issuance to reflect the coordination/action officer responsibility.

Duties of the POC (when acting as the Primary Action Officer (PAO)) include setting up entrance and exit conferences; interaction with the audit team; conducting research to support the audit team; assisting the audit team with site visits; reviewing, preparing, and commenting on draft/final reports; preparation of monthly internal TMA

status updates, and providing information that the audit team may request. When the POC acts as the Collateral Action Officer (CAO), the role is to provide TMA's information/comments on draft/final reports to the PAO. A specific list of POC audit support responsibilities has been provided (Attachment 2).

Specific POC responsibilities regarding interaction with the audit team include coordination of any financial information to include charts, financial costs data, workload data, etc., with TMA/OCFO (Management Control and Financial Studies) prior to release to the audit team. POCs should also provide a draft of the proposed response for release to the DoD IG for their coordination process (*GAO audit responses only*). Dr. S. Ward Casscells will sign all of the TMA and Office of the Assistant Secretary of Defense (Health Affairs) (OASD (HA)) PAO responses as the Assistant Secretary of Defense (Health Affairs) (ASD (HA)) unless time or other circumstances warrant a response being signed by someone else designated by the OASD (HA) front office.

In addition to supporting the audit team, the POC is required, within five business days following the end of each month, to provide a status report on each open DoD IG/GAO audit. The update format is attached. POCs are requested to provide this update monthly via e-mail utilizing the attached format. Please provide the update to the TMA audit liaison, Mr. Gunther Zimmerman, at *Gunther.Zimmerman@tma.osd.mil*.

I want to stress that POC responsibilities do not end once a response to a draft or final report is entered into Livelink. The action officer has the responsibility to track/follow the package through the coordination process to ensure all required coordinations are obtained and that the document is received in the OASD (HA) front office and signed within the prescribed timeline. CAOs need to be vigilant regarding the development of GAO/DoD IG audits assigned. Occasionally, CAO-assigned audits are published without TMA/HA knowledge.

Lastly, the DoD IG has an audit follow-up unit that reviews open audit actions every six months. PAOs are responsible for audits until all audit recommendations are closed to the satisfaction of the DoD IG.

Please share this guidance with your staff members who support DoD IG and GAO audits to ensure they understand the requirements in supporting audits.

Please feel free to direct any questions regarding this issue to Mr. Gunther Zimmerman, TMA/Management Control, at (703) 681-4360.



Elder Granger
Major General, MC, USA
Deputy Director

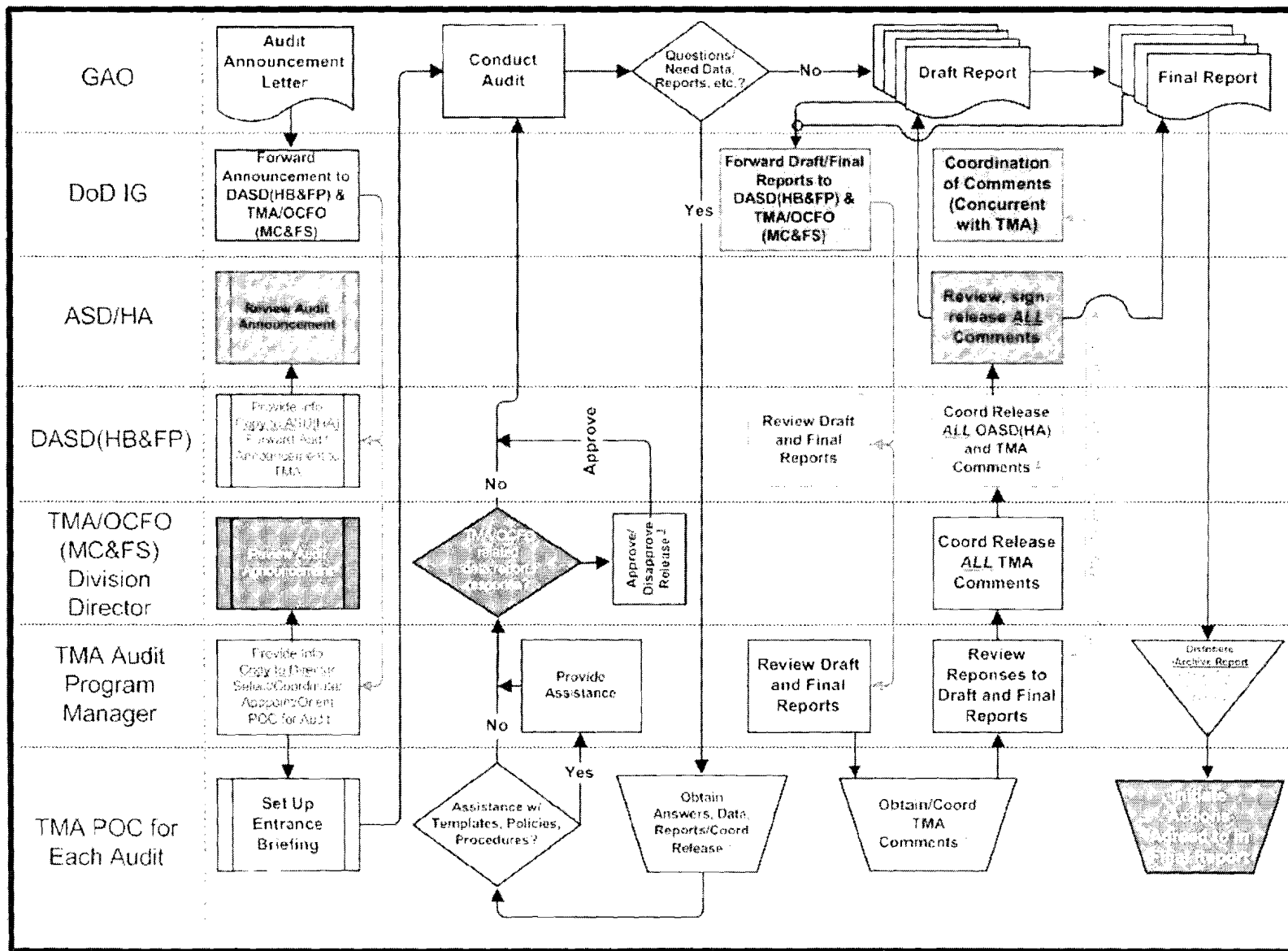
Attachments:

As stated

DISTRIBUTION:

Chief of Staff, HA
Office of the Acting Deputy Assistant Secretary of Defense (Health Budgets and Financial Policy) (Lieutenant Colonel McCloud)
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Acting Regional Director, TRICARE Regional Office – North
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Regional Director, TRICARE Regional Office - West
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Director, TRICARE Area Office - Pacific
Director, TRICARE Area Office - Latin America/Canada

GAO AUDIT PROCESS FLOW DIAGRAM - NEW AUDIT



- POC Responsibilities**
1. Manage all TMA aspects of audit
 2. Serve as SME for audit
 3. Gather/Clear/Forward all requested documents, reports, etc. [Clear all TMA/IRM related through TMA/IRM Director]
 3. Prepare update report monthly on progress of audit, significant issues, etc.
 4. Review draft/final reports and prepare/coordinate comments for ASD(HA) signature

- Program Manager Responsibilities**
1. Liaison to DoD IG, GAO
 2. Select POC and prepare assignment documents
 3. Develop TMA policies on audit management
 4. Coordinate semi-annual audit follow up report
 5. Provide guidance, templates, audit examples
 6. Maintain audit database and library

Note: All comments on all reports are routed through DoD DGC for coordination before forwarding to ASD(HA) for final approval and signature

Note: All comments on all reports are routed through TMA/OCFO for coordination before forwarding to TMA/IRM for review and coordination.

Legend:

- Start/End
- Process
- Decision
- Input/Output

