



TRICARE  
MANAGEMENT  
ACTIVITY

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HEALTH AFFAIRS  
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**TRICARE ACQUISITION DIRECTIVE**

**TAD 54-01, Rev 000  
July 31, 2012**

**SUBJECT: CONTRACT COMPLIANCE**

Reference: TRICARE Acquisition Practice 54-02, "Acquisition Compliance Program," June 15, 2004 (hereby rescinded)

1. PURPOSE. This TRICARE Acquisition Directive (TAD) establishes the Contract Compliance Review (CCR) as a means of assessing and reporting TRICARE Management Activity (TMA) enterprise-wide compliance with contract policies and procedures. Further procedures, guidance, and information are provided in TMA Procedures, Guidance, and Information 254.200 – Contract Compliance.

2. APPLICABILITY. This TAD applies to all TMA contracting offices operating under the authority of the TMA Head of the Contracting Activity, including that of the Uniformed Services University of the Health Sciences.

3. DEFINITIONS.

3.1 Annual Contract Compliance Schedule (ACCS). A plan developed by the Contract Compliance Officer (CCO) in the first quarter of each fiscal year that identifies and describes the TMA CCRs scheduled for the upcoming year.

3.2 Contract Compliance Review Report. A report completed by the CCO, in coordination with the CCR Team Lead, within 15 business days of the end of each CCR data collection period that summarizes the findings and results of the CCR.

3.3 CCR. A review conducted by the CCO and carried out by a CCR team that examines contract files to assess compliance with applicable law, regulations, and guidance; assesses the effectiveness of the organization and management responsible for contract activities; and/or performs other ad hoc review functions as required.

3.4 CCR Plan. A plan developed in advance of a specific CCR to guide the CCR team. The CCR Plan shall include information on the background, purpose, methodology, scope, protocols, and reporting of the specific CCR.

3.5 Contract Action. A contract as defined by [Federal Acquisition Regulation \(FAR\) Subpart 2.1](#), or a contract modification as defined in [FAR Part 43](#).

3.6 Corrective Action. Any action intended to correct weaknesses or deficiencies or otherwise improve contract action or contract management compliance based on CCR findings.

3.7 Corrective Action Plan. A plan developed in response to CCR results to address identified deficiencies and weaknesses.

3.8 Deficiency. A CCR finding indicating significant or material non-compliance with a requirement.

3.9 Strength. A CCR finding indicating full compliance with a requirement or superior performance of a required action or activity.

3.10 Weakness. A CCR finding indicating minor or non-material non-compliance with a requirement, but that exhibits the potential to develop into a Deficiency.

4. POLICY. It is TMA policy that:

4.1 CCRs shall be periodically conducted to ensure contract actions are awarded and managed in an effective and efficient manner and in accordance with applicable law, regulations, directives, policies, and guidance. Each CCR shall:

4.1.1 Assess a representative sample of contract files to identify compliance strengths, weaknesses, and deficiencies;

4.1.2 Employ customized compliance checklists to evaluate contract files included in the representative sample; and

4.1.3 Address other matters within the contracting environment as required.

4.2 At the conclusion of each CCR, the CCR team shall prepare a report detailing their findings; identifying strengths, weaknesses, and deficiencies; and recommending corrective actions. The CCR report will be delivered to the subject contracting office(s), and a copy retained by the CCO in a central repository.

4.3 The responsible Contracting Office Chief shall develop a Corrective Action Plan (CAP) describing a process for correcting existing deficiencies, mitigating future deficiencies, and improving weaknesses identified in the CCR report.

4.4 The CCO shall develop, in the first quarter of each fiscal year, an ACCS identifying planned CCRs for the upcoming year.



4.4.1 The ACCS shall describe, for each scheduled CCR, the office to be assessed, types of contract actions to be reviewed and/or issues to be addressed, planned review dates, the nature of the review (e.g., initial review, follow-up, specific subject, etc.), and the assigned CCR Team Lead.

4.4.2 Additional CCRs not included on the ACCS may be conducted during the course of the year as deemed necessary by senior management and implemented by the CCO.

4.5 Lessons learned from compliance assessments will be used to shape annual training plans and inform periodic re-evaluation of policies and procedures.

## 5. RESPONSIBILITIES.

5.1 CCR Team Lead. The CCR Team Lead is an individual assigned responsibility for completing a specific CCR by determining the CCR team members, developing the CCR Plan, managing the CCR team, serving as the primary CCR point of contact, and reporting CCR results.

5.2 Contracting Office Chief. The TMA Contracting Office Chief is responsible for contract actions handled by the contracting office under their control, for supporting the conduct of CCRs of their offices, and for developing and executing CAPs.

5.3 Contracting Officer. The Contracting Officer is responsible for ensuring each contract action under their cognizance is executed in accordance with applicable policy and guidance, for making available all necessary documents and files to the CCR team, and for correcting deficiencies identified during CCRs.

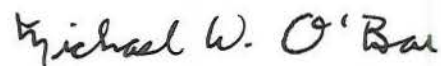
5.4 CCO. The CCO is ultimately responsible all CCR activities, including:

5.4.1 Developing the ACCS in the first quarter of each fiscal year;

5.4.2 Soliciting and coordinating support from TMA offices to support CCR execution, as necessary; and

5.4.3 Coordinating and executing CCRs and ensuring assessment results are reported in the CCR report.

6. EFFECTIVE DATE. This directive is effective immediately.



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and Support