



TRICARE
MANAGEMENT
ACTIVITY

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

MAY 18 2005

MEMORANDUM FOR CHIEF MEDICAL OFFICER
CHIEF FINANCIAL OFFICER
CHIEF HEALTH PLAN OPERATIONS
CHIEF INFORMATION OFFICER
DEPLOYMENT SUPPORT OFFICER
OFFICE OF THE GENERAL COUNSEL
CHIEF OF STAFF, TMA
TRICARE REGIONAL OFFICES

SUBJECT: Oversight for Receiving Reports

The oversight of receiving reports remains a key aspect of effective contract administration within TRICARE Management Activity (TMA). All receiving reports and associated invoices for non purchased care services or products provided to TMA or purchased with TMA funds must be reviewed and approved by two individuals – the Contracting Officer's Representative (COR) and the Reviewing Official (Program Manager or equivalent).

The COR is a government official designated by the Contracting Officer with specific legal authorities and accompanying responsibilities. The COR will be nominated by the requiring activity and will typically be the individual who has been acting as the Task Manager. TMA requiring activities will submit COR nominations, signed by the Reviewing Official, to the TRICARE Procurement Support Office (TPS) with each procurement package. COR training requirement may be satisfied by taking the web-based COR Mentor training course offered by the Federal Acquisition Institute at www.faionline.com. The COR is responsible for reviewing and indicating receipt of all deliverables under the task order. Following COR acceptance of a deliverable, the COR must obtain concurrence of the Reviewing Official.

In accordance with DFARS 232.70, invoices and receiving reports must be submitted and processed electronically, if possible. Within TMA, the Wide Area Work Flow-Receipts and Acceptance (WAWF-RA) system is the preferred means of processing receiving reports. Whenever possible the WAWF-RA Acceptor Role and Local Processing Office Role should be used to provide the above dual approval/review.

In cases where the use of WAWF-RA is not possible, the required second review will take the form of a memorandum for the record, signed by the Reviewing Official (see Attachment 1). This cover memorandum will be retained in the COR files and subject to inspection during contract administration oversight visits.

This memorandum supersedes TMA memorandum, subject: Policy Change Requiring Additional Oversight for Receiving Reports (DD Form 250), dated September 16, 2002.

Should you have any questions on this direction, my point of contact is RoDonda Thompson who can be reached at (703) 681-5456 or via e-mail at RoDonda.Thompson@tma.osd.mil.

A handwritten signature in black ink that reads "Jean Storck". The signature is written in a cursive, flowing style.

Jean Storck
Deputy Chief, Resource Management & Procurement



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MEMORANDUM FOR THE RECORD

SUBJECT: Receiving Report for Contract Number: [Contract Number] Delivery Order:
[Delivery Order Number]

This is to certify that the undersigned has reviewed and concurs with the attached receiving report, Invoice Number: [Invoice Number] Invoice Date: [Invoice Date], Accepted By: [Accepted By], on [Accepted Date].

All items, services, and other direct costs (ODCs) appearing on the receiving report are consistent with program requirements.

[Reviewing Official's Name]
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

Attachment:
As stated