

ATTACHMENT 1

TRICARE Management Activity Methods to Improve Contracting Integrity

Deputy Director, TRICARE Management Activity

- Highlight the relevance of contract integrity TRICARE Management Activity (TMA)-wide via verbal communications, e-mail, newsletters, memoranda, and other effective means
- Incorporate contracting integrity issues into TMA All Hands Meetings
- Incorporate specific internal controls to detect and prevent improper ethical behavior into the TMA Internal Management Control Program

Component Acquisition Executive

- Meet one-on-one with key personnel to discuss the importance of integrating contracting integrity into everyday TMA activities
- Solicit employees' ideas on how to maximize involvement in ethics
- Demonstrate to employees that appropriate action is taken in the case of violations of the conflict of interest laws and the Standards of Conduct
- Ensure corrective measures are promptly instituted and carried out

Head of the Contracting Activity

- Encourage staff to take various Defense Acquisition University training ethics courses (e.g., Organizational Conflicts of Interest, Ethics Training for Acquisition Technology and Logistics)
- Highlight avenues that are available for employees seeking ethics advice and emphasize to employees the importance of reporting observed misconduct
- Facilitate timely discovery and disclosure of improper conduct in connection with Government acquisitions
- Identify time periods and circumstances, relative to acquisition issues, in which misconduct is especially likely to occur and work proactively to minimize the risk. Particular emphasis should be given to conflicts of interest and the revolving door between Government service and employment in the private sector

Chief Functionals

- Include and invite discussion of relevant contract integrity issues at TMA senior staff meetings or other meetings attended by TMA employees
- Demonstrate personal commitment to support ethics programs
- Include ethics and contracting integrity issues as a critical element in all TMA employees' performance objectives and formal appraisals
- Promote awareness of protection available to employees who report observed misconduct

All Staff

- Communicate frequently on questions of contracting integrity as they arise
- Seek ethics advice and counsel before participating in any matter that may present a conflict of interest
- Demonstrate personal integrity
- All TMA employees shall receive Annual TMA Ethics Training