

TRICARE Area Office (TAO) Director/Military Treatment Facility (MTF) And Contractor Interfaces

Revision:

1.0 GENERAL

All TRICARE requirements regarding Government/contractor interfaces shall apply to the TRICARE Overseas Program (TOP) unless specifically changed, waived, or superseded by the provisions of this section; the TRICARE Policy Manual (TPM), [Chapter 12](#); or the TRICARE contract for health care support services outside the 50 United States (U.S.) and District of Columbia (hereinafter referred to as the "TOP contract"). See [Chapter 15](#) for additional instructions.

2.0 GOVERNMENT/CONTRACTOR RESPONSIBILITIES

2.1 The Memorandum of Understanding (MOU) requirements outlined in [Chapter 15, Section 1](#) are superseded for the TOP by a requirement for annual Statements of Responsibilities (SORs). The TOP contractor shall enter into an SOR with each TAO Director to address region-specific issues and procedures, and with each MTF Commander to address region-specific issues and procedures. MTFs with oversight/control of subordinate military clinics (a parent/child Defense Medical Information System (DMIS) relationship) shall be addressed in a single SOR between the parent MTF and the contractor. The model SOR located in the corresponding Contract Data Requirements List (CDRL) may be used as a guide for the development of TOP SORs, or any other SOR format may be adopted as long as all required components are addressed and the format is mutually acceptable to the Government and the TOP contractor.

2.2 SORs shall be reviewed and approved annually; however, minor updates (e.g., telephone number changes) should be annotated as changes occur). Beginning with Option Period 2, SORs may be re-executed by the development of a cover sheet which identifies any changes in processes/staff since the previous SOR was signed. This cover sheet (with appropriate signatures) along with any updated/revised attachments, will be accepted as a properly re-executed SOR when submitted with the original SOR. Re-executed SORs must be completed (and approved) no later than 30 calendar days prior to the start of each new option period.

2.3 SORs shall identify MTF hours/days of operation, to include any holiday or training days, and other unique issues regarding MTF operation (e.g., inclement weather procedures). The MTFs shall ensure that the MOU is updated as such changes occur.

2.4 SORs shall include a process for ongoing, regular communication between TAOs, MTFs, and the contractor regarding anticipated changes that may affect health care delivery for TOP beneficiaries

TRICARE Operations Manual 6010.59-M, April 1, 2015

Chapter 24, Section 16

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(e.g., deployments, increase/decrease in MTF capacity and capabilities, change in troop strength/ number of command sponsored family member billets, etc.).

2.5 The provisions of [Chapter 15, Sections 2](#) and [3](#) are **not** applicable to the TOP.

2.6 The TOP contractor shall immediately notify the TAO Directors and TOP Office (TOPO) of any changes to telephone and/or fax numbers for contractor facilities or key personnel.

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