



THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

Attachment 1 identifies all currently approved committees and workgroups. It includes, for each committee or workgroup, the Health Affairs oversight office, the proponent, as well as, the sundown date.

As a proponent for your workgroups and/or committees, you are responsible for:

1. Oversight of the workgroups and committees you have sponsored.
2. Disbanding any workgroup or committee that is no longer required via written memo to PDASD and copy to Exec Sec TEC/TRC.
3. Ensuring that minutes are submitted for each workgroup or committee meeting via the oversight office as prescribed in [attachment 2](#).
4. Renewing or disbanding the workgroup/committee prior to the sunset date identified in its charter.

Additional workgroups or committees should not be activated without an approved charter. However, it is important to encourage ongoing networking and communications between all members of the MHSS. This concept of information sharing should be the baseline of our re-engineering efforts and will promote and enhance effective communications. Should it become necessary to form a new workgroup or committee, please send a new charter based on guidelines from the 17 OCT 95 memorandum to the Executive Secretary of the TRICARE Executive Committee/TRICARE Readiness Committee(TEC/TRC) for inclusion on the TEC/TRC agenda.

Your attention to these responsibilities is essential in ensuring efficient use of our rapidly dwindling resources.

Thank you for your assistance and cooperation.

Edward D. Martin, M.D.
Principal Deputy Assistant Secretary

HA POLICY 96-061

Committees with Approved Charters
24 Oct 96

Title	Oversight	Proponent	Appr'd	Review Date
TEC	PDASD	PPC	6-Dec-95	Dec-98
TRC	PDASD	PPC	6-Dec-95	Dec-98
Proponency Comm	PDASD	DMIM	29-Aug-96	Jan-97
CEIS	PDASD	Army	6-Mar-96	Mar-97
UBU	PDASD	HSO&R	6-Mar-96	Mar-97
Chiropractic Demo	CS	CS	6-Dec-95	Jul-98
Clinical Work Group	CS	CS	19-Jun-96	Jun-98
Laboratory	CS	CS	6-Dec-95	Dec-97
Radiology	CS	CS	28-Feb-96	Nov-96
Vision	CS	Army	5-Mar-96	Dec-97
TRICARE Quality Council	CS	CS	20-Dec-95	Jul-97
AFIP Comm	CS	CS	12-Dec-95	continuous
Breast Cancer	CS	CS	6-May-96	Oct-96
Flag Officer Executive Committee on GME	CS	CS	11-Oct-96	Oct-98
Medical Board Workgroup	CS	CS	29-Aug-96	Jan-97
Defense Med Standard Board	HSO&R	HSO&R	28-Mar-96	Feb-98
UBO	HSO&R	HSO&R	6-Mar-96	Mar-98
Pharmacy (PEC)	HSO&R	HSO&R	5-Sep-96	Jun-98
Pharmacy Bus. Process Impvmnt. Wk.Grp.	HSO&R	HSO&R	27-Sep-96	Sep-98
DMRTC	HSO&R	HSO&R	6-May-96	May-98
Joint Medical Exec. Skills Devlpmnt Grp	HSO&R	HSO&R	4-Mar-96	Mar-98
Medical Logistics Proponent Subcmte	HSO&R	HSO&R	1-Aug-96	Aug-97
Pt. Admin	HSO&R	HSO&R	16-Apr-96	Apr-98
Blood Coordinating	HSO&R	HSO&R	7-Feb-96	Feb-98
CCB-Blood	HSO&R	Navy	19-Sep-96	Sep-98
Resources Mgt. Steering Comm.	HB&P	HB&P	5-Mar-96	Oct-96

PPBS	HB&P	HB&P	29-Feb-96	Sep-97
Resource Management Work Group	HB&P	HB&P	21-Oct-96	Oct-98
Supplemental Care Funds	HB&P	HB&P	30-Jan-96	Nov-96
Resource Analysis/Planning	HB&P	HB&P	5-Mar-96	Mar-98
Strategic Planning Comm.	PPC	PPC	12-Dec-95	Dec-96
Strategic Planning Sub-comm	PPC	PPC	12-Dec-95	Dec-96
MHSS 2020	PPC	PPC	24-Feb-96	Feb-97
TRICARE Marketing	PPC	PPC	6-Mar-96	Mar-98
Inf. Mgt. Proj. Rev. Board	DMIM	DMIM	30-May-96	Jan-97
Collaborative Office Environ. Sub-comm.	DMIM	DMIM	19-Aug-96	Jan-97
Tech. Integration Sub-comm (TIWG)	DMIM	DMIM	23-Oct-96	Oct-97
Health Data Program Working Group	DMIM	DMIM	29-Aug-96	Dec-97

Attachment 1

Minutes Tracking 8/12/96

Proponents for Health Affairs' committees/workgroups are responsible to ensure that minutes are forwarded to the cognizant Deputy Assistant Secretary(DASD) for review, integration and dissemination. It is the responsibility of the DASDs to ensure that committees for which they have oversight, are meeting, minutes are being forwarded to the PDASD & TEC, and that a final copy is submitted for inclusion on the World Wide Web. The following process will be utilized to ensure consistent, thorough reporting of the minutes and to provide an ongoing update for the PDASD on the status of minutes.

1. Minutes are to be developed by committees and forwarded to the responsible DASD, in both printed (signed) and electronic copy, within 2 weeks of each meeting. Minutes shall include the date of the next scheduled meeting. Any set of minutes greater than 5 pages in length shall include a 2-3 page executive summary.
2. Following their review of the minutes, the DASD will ensure the following 3 actions occur:
 - a. Forward minutes or executive summary of minutes to the PDASD using the HA Executive Summary format. Highlight any pertinent areas for review by the PDASD.
 - b. Forward minutes or executive summary to the Executive Secretary of the TEC.
 - c. Forward electronic copy of minutes or executive summary, ensuring the inclusion of the next meeting date, to the World Wide Web (WWW) Coordinator.
3. Minutes forwarded to the Executive Secretary of the TEC will be held until they are posted on the WWW at which time they will be included in the TEC package and the HA Weekly Activity Report.

4. DASDs are also responsible to provide the PDASD with a monthly status update of their oversight committees. This status update will include committee name, point of contact, last minutes posted on WEB, date of next meeting and committees' sundown date. This information should be made available to the PDASD at the first "See Me" of each month and can be downloaded from the WWW, see attachment 3.

Attachment 2