



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**  
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WASHINGTON, DC 20301-4000

**FEB - 4 2009**

**MEMORANDUM FOR SECRETARY OF THE ARMY  
SECRETARY OF THE NAVY  
SECRETARY OF THE AIR FORCE**

**SUBJECT: Policy Memorandum for Women, Infants, and Children Overseas Program**

- References: (a) Section 674 of the Fiscal Year 2000 National Defense Authorization Act (Public Law 106-65, October 5, 1999)  
(b) Section 17 of the Child Nutrition Act of 1966 (Title 42, United States Code (U.S.C.), Section 1786)  
(c) Title 10, U.S.C., Chapter 53, Section 1060a, "Special Supplemental Food Program."

The purpose of this memorandum is to update the roles and responsibilities of the key stakeholders and other players participating in the Women, Infants, and Children (WIC) Overseas Program, including the TRICARE Management Activity (TMA), TRICARE Area Offices (TAOs), military treatment facilities (MTFs), and installation commanders.

In 1999, Congress mandated that the Department of Defense (DoD) establish and fund a program to provide a special supplemental food and nutrition education program to eligible families overseas whose members have been determined to be at nutritional risk (reference (a)). The intent was to provide to members of the Armed Forces and defined eligible civilians stationed or living overseas benefits that are similar to those provided domestically through the U.S. Department of Agriculture's Women, Infants, and Children program (reference (b)). The DoD program, codified at Title 10, U.S.C., Section 1060a (reference (c)), has become known as the "WIC Overseas." The Secretary of Agriculture provides technical assistance to DoD, as needed.

Within the Office of the Secretary of Defense, the WIC Overseas Program is managed by the Deputy Director, TMA. While WIC Overseas is not a program to deliver medical care, it is designed to improve participants' health, wellness, and overall quality of life. TMA's primary WIC Overseas functions are program management, coordination, and oversight; however, TMA is not solely responsible for the program's



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implementation. Many diverse organizations and entities have key roles in the program, with responsibilities shared among them. Major stakeholders in the WIC Overseas Program include installation commanders; TAOs in Europe, the Pacific, and Latin America; the MTFs; and commissaries/Navy Exchange Markets (NEXMARTS). The primary on-the-ground contractor is a key player, providing most of the program's operational support.

**Responsibilities:**

A. TMA is responsible for:

1. Overall program management
2. Funding through the Defense Health Program (DHP)
3. Identification and approval of all new WIC Overseas sites or service areas
4. Resolution of disputes/contested issues
5. Management of Web site on TMA home page
6. Primary interface with Congress, Department of Agriculture, and other Federal agencies
7. Verifying, facilitating, and administering information systems security and certification
8. Contractor oversight (Contracting Officer Representative (COR))
9. Hiring, training, and supervising all WIC Overseas personnel, to include a theater liaison, regional managers, and office staff (certified professional authorities and administrative assistants)
10. Acquisition of WIC Overseas office equipment and supplies, to include furniture, computer hardware/peripherals, photocopying machines, fax machines, and consumables
11. Implementation of WIC Overseas day-to-day office procedures and protocols
12. Provision of nutrition education services to participants, including educational materials
13. Creating and distributing promotional and informational materials
14. Printing, issuing, and reconciling of the WIC Overseas food instruments (drafts), including all financial accounting and auditing associated therewith
15. Program data collection, processing, and reporting
16. Provision of information to WIC Overseas employees in accordance with DoD information technology requirements for National Agency Checks
17. Performing other program support functions consistent with legal requirements

B. TMA TAOs are responsible for:

1. Primary interface with installation commanders
2. Primary theater coordination with contractor in conjunction with the COR
3. Primary liaison with installation and MTF commanders and other theater military components
4. Coordination with theater MTFs on clinical issues affecting the program such as blood screening

C. Installation Commanders are responsible for:

1. Identification of the location for the WIC Overseas Office at each site
2. Refurbishment, repairs, and any other structural modifications of a location site to make it suitable for a WIC Overseas Office
3. Identification of installation point of contact for all WIC Overseas issues
4. Provision of utilities (electricity; water; heating/air conditioning) for the WIC Overseas Office
5. Provision of telephone and computer local area network connectivity, to include worldwide lines for fax machines and worldwide access, area-wide defense switched network, and area-wide local lines
6. Provision of telephone equipment and services, to include long-distance services
7. Provision of housekeeping services (cleaning, trash removal, snow removal) for the WIC Overseas Office
8. Provision of building maintenance services, inside and out, to include painting and repairs
9. Provision of information management/information technology support
10. Coordination/request of National Agency Checks for WIC Overseas employees
11. Provision of official postal services, to include issuance of a military postal address and mailbox and the use of official mail for shipment of official program equipment, files, and records
12. Provision for the installation to arrange and fund all costs associated with the movement and reestablishment of any WIC Overseas Office from its current location to another that is directed by the installation. Reestablishment will include movement and set up of all furniture and equipment, connection of phone lines, computer movement, reconnecting computers, and any other services required to bring the office back to the original operational level

Note: Any services or support listed above that are provided to the WIC Overseas office by the installation are the installation's responsibility (as host) and shall not be billed back to the WIC Overseas Office, TMA, the MTF, TAOs, the contractor, or the DHP.

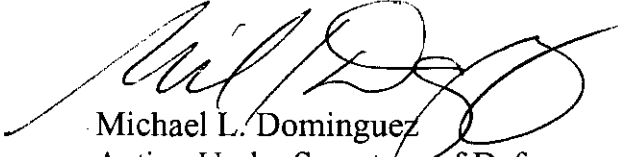
D. MTFs are responsible for:

1. Providing blood test screening or, upon request of a patient or a WIC Overseas office, results of a blood test screening if performed within the required time period, for each WIC Overseas participant
2. Coordinating with the WIC Overseas Office for the transfer of information on participants' blood work
3. Accepting referrals from and providing referrals to the WIC Overseas Office when warranted

E. Commissaries/NEXMARTs are responsible for:

1. Maintaining inventory levels of WIC Overseas approved food items sufficient for all WIC Overseas patrons to redeem their drafts (food drafts) at any time during the period for which the drafts are valid
2. Training commissary/NEXMART personnel regarding applicable WIC Overseas Program procedures
3. Facilitating transfer of drafts and other documents to designated entities for payment or verification, as necessary

This memorandum is effective immediately.



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(Personnel and Readiness)