



TRICARE  
MANAGEMENT  
ACTIVITY

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

MAR 20 2007

MEMORANDUM FOR CHIEF MEDICAL OFFICER  
CHIEF DEPLOYMENT SUPPORT  
CHIEF FINANCIAL OFFICER  
CHIEF INFORMATION OFFICER  
CHIEF HEALTH PLAN OPERATIONS  
CHIEF PHARMACEUTICAL OPERATIONS  
OFFICE OF THE GENERAL COUNSEL  
TRICARE REGIONAL OFFICES  
JOINT MEDICAL INFORMATION OFFICE  
CHIEF OF STAFF, TMA  
DIRECTOR, TRICARE AREA OFFICE-EUROPE  
DIRECTOR, TRICARE AREA OFFICE-LATIN AMERICA  
CANADA  
DIRECTOR, TRICARE AREA OFFICE-PACIFIC

SUBJECT Policy for the Acquisition of Non-Purchased Care Support

The rules regarding the acquisition of non-purchased care support are often complex and may vary depending on the circumstances. TRICARE Management Activity (TMA) managers at all levels must nevertheless become familiar with these rules and abide by the procedures for acquiring non-purchased care support.

The attached comprehensive policy (Attachment 1, with 10 enclosures) has been developed to ensure that all requiring activities are aware of critical factors and understand their responsibilities when seeking acquisition support internal or external to Department of Defense (DoD) or transferring funds to acquire non-purchased care support. This policy, along with the supporting templates and guides referenced within it, implements federal law, the Federal Acquisition Regulation, and DoD acquisition and financial management policy applicable to TMA.

In addition, to improve management controls and increase the oversight of the acquisition of non-purchased care support, this policy establishes the following:

- The preferred use of available TMA contract vehicles for TMA requirements, with exceptions granted by the TMA Deputy Director,
- Approval by TMA Deputy Director for actions above certain dollar thresholds,
- Requirement to include Defense Business Transformation (DBT) certification documentation in the PRW package for all OCI Category 3 requirements (or any other OCI Category procurements containing IT related requirements),

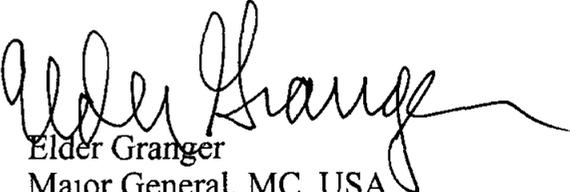
- Copies of all existing and future support agreements requiring reimbursement are to be forwarded to, and maintained on file at the TMA Financial Operations Division, and
- Copies of support agreements that could possibly result in the award of a Government contract are to be coordinated in advance with and maintained on file at the TMA Procurement Support office

This guidance reflects recent changes in DoD policy regarding Non-Economy Act orders. Non-Economy Act orders must follow the same fiscal law rules as Economy Act orders. Whenever a TMA requiring activity uses any contracting office, including Franchise Funds and GSA, that contracting office must obligate the DoD funding by awarding or modifying a contract/order prior to funds expiration.

This policy supersedes the TMA Policy for the Use of Interagency Acquisition Support Agreements and Orders, dated December 14, 2004, and is effective immediately. It applies to all TMA activities requiring non-purchased care support. It will be posted to the existing non-purchased care acquisition guidance available on the TMA Web site.

In planning for and carrying out acquisitions for non-purchased care support, we must also remain mindful of the need for solid market research and appropriate feedback from industry which will enable TMA to get the maximum benefit from competitive procurements. TMA managers must always encourage competition and plan for and conduct industry days whenever they will benefit the acquisition. This will be an area of special emphasis in future reviews of TMA acquisition actions.

Should you have any questions on this policy, my point of contact is Ms. Suzanne Curtis, (703) 681-1113.

  
Elder Granger  
Major General, MC, USA  
Deputy Director

Attachment  
As stated

cc  
Director, Program Integration  
Director, DoD/VA Program Coordination Office  
Director, Health Program Analysis and Evaluation