



TRICARE
MANAGEMENT
ACTIVITY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**

16401 East Centretech Parkway
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TRICARE ACQUISITION PRACTICE

**TAP 37-03 Rev. 001
03 August 07**

SUBJECT: ACQUISITION OF SERVICES

Reference: [Under Secretary of Defense \(USD\), Acquisition, Technology and Logistics \(AT&L\) memorandum "Acquisition of Services" dated October 2, 2006](#)
[Under Secretary of Defense \(USD\), Acquisition, Technology and Logistics \(AT&L\) memorandum "Delegation of Decision Authority to Commanders and Directors of the DoD Components for Acquisition of Services" dated April 13, 2007](#)
[TRICARE Acquisition Policy Letter No. 002 – Acquisition of Services Policy, dated October 31, 2006](#)
[FAR 7 – Acquisition Planning](#)
[DFARS 207 – Acquisition Planning](#)
[PGI 207 – Acquisition Planning](#)
[FAR 37 – Service Contracting](#)
[DFARS 237 – Service Contracting](#)
[PGI 237 – Service Contracting](#)
[FAR 39 – Acquisition of Information Technology](#)
[DFARS 239 – Acquisition of Information Technology](#)
[PGI 239 – Acquisition of Information Technology](#)

1. PURPOSE:

To establish responsibilities and procedures for the acquisition of services procured by TRICARE Management Activity (TMA)/TRICARE Acquisition Directorate (TAD)/Acquisition Management & Support (AM&S) and/or the TRICARE Regional Offices; and for those services coordinated through TMA Procurement Support (TPS) Division.

2. APPLICABILITY:

This TAP applies to all TRICARE Management Activity (TMA) personnel and functional areas involved in the acquisition of services, including advisory and assistance.

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3. DEFINITIONS:

See enclosure 1, [Under Secretary of Defense \(USD\), Acquisition, Technology and Logistics \(AT&L\) memorandum “Acquisition of Services” dated October 2, 2006.](#)

4. PROCEDURES:

- 4.1. All functional personnel involved in the acquisition of services shall comply with the Under Secretary of Defense (USD), Acquisition, Technology and Logistics (AT&L) memorandum “Acquisition of Services” dated October 2, 2006, [Under Secretary of Defense \(USD\), Acquisition, Technology and Logistics \(AT&L\) memorandum “Delegation of Decision Authority to Commanders and Directors of the DoD Components for Acquisition of Services” dated April 13, 2007](#), and the TRICARE Acquisition Policy Letter No. 002 – Acquisition of Services Policy, dated October 31, 2006.
- 4.2. The USD AT&L policy memorandum:
 - States the purpose and applicability of the policy, including exceptions, and provides definitions;
 - Establishes and implements the management structure, including identification of responsibilities;
 - Defines the categories, thresholds, and decision authorities;
 - Reiterates that Acquisition of Information Technology (IT) Services are subject to 40 U.S.C. 11101 et seq.;
 - States the acquisition strategy requirements;
 - Establishes procedures for Acquisition of Services;
 - Outlines data collection requirements.
- 4.3. TMA Decision Authorities for those services procured by TRICARE Management Activity (TMA)/TRICARE Acquisition Directorate (TAD)/Acquisition Management & Support (AM&S) and/or the TRICARE Regional Offices [are in accordance with the USD AT&L policy memorandums, and are](#) as follows:

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Acquisition of Services Categories (Purchased Care and Non-Purchased Care)

Acquisitions of Services that DO NOT INCLUDE Information Technology		
Category	Estimated Value	Decision Authority
Special Interest	As designated by USD(AT&L) or Other Senior Official	USD(AT&L) or Senior Officials
Category I	Acquisitions of services valued at \$250 million or more (see Note 1)	Purchased Care – USD(P&R) Non-Purchased Care – Director, TMA
Category II	Acquisitions of services valued at \$10 million but less than \$250 million	Purchase Care Not USD (P&R) Special Interest, and Non-Purchased Care - Director, TMA
Category III	Acquisitions of services valued at greater than the simplified acquisition threshold but less than \$10 million	Head of the Contracting Activity

Acquisitions of Information Technology Services		
Category	Estimated Value	Decision Authority
Category IA <i>Not applicable, TMA does not currently procure.</i>	Acquisitions of IT services valued at \$500 million or more, or acquisitions of IT services designated as special interest acquisitions by the ASD(NII) /DoD CIO.	ASD(NII)/DoD CIO or as designated
Category IIA <i>Not applicable, TMA does not currently procure.</i>	Acquisitions of IT services valued at \$10 million but less than \$500 million (See Note 5*).	
Category IIIA	Acquisitions of IT services valued at greater than the simplified acquisition threshold but less than \$10 million (See Note 5*).	Head of the Contracting Activity

*Refer to the notes section of Table 1, Acquisition of Services Categories, of the Under Secretary of Defense (USD), Acquisition, Technology and Logistics (AT&L) memorandum “Acquisition of Services” dated October 2, 2006) for addition information.

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4.4. In addition to enclosures 1, 2 and 3, service acquisitions coordinated through TMA Procurement Support (TPS) Division and procured by other agencies on behalf of TMA established through interagency acquisition agreements shall follow the instructions in attachment 4, TRICARE Procurement Support Division Acquisition of Service Guidance.

4.5. Contracting officers shall ensure acquisition of services comply with all applicable statutes, regulations, policies, Defense Procurement & Acquisition Policy memorandums, DoD Directives, Instructions and Publications; DoD TRICARE Acquisition Manual, TRICARE Acquisition Practices, and any other mandated requirements.


John W. Meeker
Director, Acquisition Management and Support

ENCLOSURES

1. Under Secretary of Defense (USD), Acquisition, Technology and Logistics (AT&L) memorandum "Acquisition of Services" dated October 2, 2006
2. Under Secretary of Defense (USD), Acquisition, Technology and Logistics (AT&L) memorandum "Delegation of Decision Authority to Commanders and Directors of the DoD Components for Acquisition of Services" dated April 13, 2007
3. TRICARE Acquisition Policy Letter No. 002 – Acquisition of Services Policy, dated October 31, 2006
4. TRICARE Procurement Support Division Acquisition of Service Guidance