

06/05/12

POLICY ALERT
No. 12-34
TRICARE Management Activity
Procedures, Guidance, and Information 232.604
Demand for Payments

REFERENCES: TRICARE Management Activity Procedures, Guidance, and, Information 232.604 - Demand for Payments

TYPE OF ACTION: Policy and Procedures

EFFECTIVE DATE: May 29, 2012

SUMMARY: TRICARE Management Activity (TMA) Procedures, Guidance, and Information (PGI) 232.604 establish TMA procedures for handling Demands for Payment (DFP). Key elements of the PGI include:

- Emphasizes that the Contracting Officer (CO) has the primary responsibility for identifying and quantifying contractor indebtedness, as well as developing the DFP letter and tracking subsequent contract debt collection activities.
- Provides guidance on the preparation of initial DFP letter.
- Includes initial DFP letter template as PGI Attachment 1.
- Identifies areas where coordination with TMA offices outside of the contracting divisions may be necessary.

The TMA PGI 232.604 replaces TRICARE Acquisition Practice 32-01, Subject: Demand for Payments, dated July 5, 2006, which has been rescinded. TMA PGI 232.604 and the DFP letter template are posted at the Acquisition Management & Support Acquisition Policy and Procedures webpage at <http://www.tricare.mil/tma/ams/acqpolicyproc.aspx>.

ACTION REQUIRED: Contracting Personnel shall comply with TMA PGI 232.604.

You may direct comments/questions on this Policy Alert to the Contract Policy and Pricing Branch at 303-676-3985.

If this policy alert has any broken links please report them by clicking [here](#).