

06/18/12

POLICY ALERT
No. 12-37
**Approval of Procurements for Leased Space, Furniture,
Equipment and Supplies**

REFERENCE: Acquisition Management & Support (AM&S) Policy Memorandum, Subj: Approval of Procedures for Lease Space, Furniture, Equipment and Supplies, dated June 7, 2012

TYPE OF ACTION: Procedures

EFFECTIVE DATE: June 7, 2012

SUMMARY: The AM&S memorandum is issued in response the recent relocation efforts of TRICARE Management Activity (TMA) personnel from TMA Falls Church to Defense Health Headquarters (DHHQ) and Chantilly VA. Contracting Officers and Contract Specialists shall ensure that all business deals are in the best interest of the tax payers when making purchases for leased space, furniture, equipment, and supplies and accomplished through competition and utilizing small business initiatives. In addition, all procurements for facilities, leased space and outfitting of spaces shall be approved in writing by the Chief Functional, TMA Business Operations Directorate, prior to initiating action to ensure proper procedures and guidelines are being followed.

Policy memorandum will soon be posted to the Acquisition Management & Support Acquisition Policy webpage: <http://www.tricare.mil/tma/ams/> under FAR PART 54 - OTHER.

ACTION REQUIRED: Contracting Officers and Contract Specialists shall comply with the policy.

This Policy Alert is effective on the date indicated above, and remains in effect until incorporated into a policy document(s) or until otherwise rescinded.

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](#).