



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

SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE
FALLS CHURCH, VIRGINIA 22041-3206

TRICARE
MANAGEMENT
ACTIVITY

JUN 23 2011

MEMORANDUM FOR CHIEF FUNCTIONAL OFFICERS
DIRECTORS, TRICARE REGIONAL OFFICES
DIRECTORS, TRICARE AREA OFFICES
DIRECTOR, OFFICE OF GENERAL COUNSEL
DIRECTOR, DEFENSE CENTERS OF EXCELLENCE
DIRECTOR, VISION CENTER OF EXCELLENCE
DIRECTOR, NATIONAL INTREPID CENTER OF
EXCELLENCE
PRESIDENT, UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES

SUBJECT: Unauthorized Commitments

Only a Contracting Officer (CO) and other qualified individuals delegated purchasing authority, acting within the scope of his or her delegated authority, may enter into contracts, leases, or other agreements and obligate funds on behalf of the United States Government.

An Unauthorized Commitment is a contract, lease, order, or agreement made by a TRICARE Management Activity (TMA) employee, other than a CO or other authorized person that is not binding because the person who made the agreement lacked the authority to commit the Government. An employee who commits the Government without proper authority, is acting improperly. Additionally, an employee who makes payment of an unauthorized commitment is also acting improperly. Such individuals may be financially liable for the unauthorized act, subject to disciplinary action as well as fines and imprisonment. Unauthorized commitments are serious acts of misconduct and all TMA organizations must make every effort to prevent unauthorized commitments.

The Director, Acquisition Management and Support (AM&S) has authority to ratify unauthorized commitments; however, such ratification procedures are the exception, not the rule, and do not preclude disciplinary action being taken against the individual committing the unauthorized act.

Individuals who have not been delegated procurement authority and who need supplies or services must contact either the person within their organization who has delegated procurement authority or the cognizant contracting division within the Directorate of AM&S.

AM&S will be providing training in the very near future related to the treatment and processing of unauthorized commitments. In the meantime, if you have any questions related to this memorandum, contact Mr. Michael P. Fischetti at 703-681-5996.

A handwritten signature in black ink, appearing to read "C.S. Hunter". The signature is written in a cursive style with a large initial "C" and "H".

C.S. HUNTER
RADM, MC, USN,
Deputy Director