



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

7700 Arlington Boulevard, Suite 5101
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TRICARE
MANAGEMENT
ACTIVITY

JUN - 7 2012

MEMORANDUM FOR ACQUISITION MANAGEMENT AND SUPPORT STAFF

SUBJECT: Approval of Procurements for Leased Space, Furniture, Equipment and Supplies

The Department of Defense is focused on obtaining greater efficiency and productivity in defense spending. With this course of action in mind, Contracting Officers and Contract Specialists must ensure that all business deals are in the best interest of the tax payers when making purchases for leased space, furniture, equipment, and supplies. This shall be 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, TRICARE Management Activity, Business Operations Directorate prior to initiating action to ensure proper procedures and guidelines are being followed. Please contact Ms. Genesta Belton, Acting Chief, Contract Policy & Pricing Branch, with any questions at (703) 681-8664, or by e-mail at genesta.belton@tma.osd.mil.

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Michael W. O'Bar
Acting Director, Acquisition Management &
Support