



TRICARE  
MANAGEMENT  
ACTIVITY

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

7700 Arlington Boulevard, Suite 5101  
Falls Church, VA 22042-5101

September 19, 2012

MEMORANDUM FOR: CONTRACTING OPERATIONS DIVISION CHIEFS  
BRANCH CHIEFS  
CONTRACTING OFFICERS

SUBJECT: Advance Notice of Intent to Issue Requests for Information (RFI)

In order to assure appropriate and timely visibility of pending TRICARE Management Activity Requests for Information (RFI) by the Head of the Contracting Activity (HCA), notification shall be made in writing to the undersigned of all future RFIs at least 48 hours in advance of issuance. This only applies to those actions projected to be above the simplified acquisition threshold per Federal Acquisition Regulation Part 13. This does not imply the need for RFI approval by the HCA.

This memorandum supersedes previous memorandum, same subject, dated December 19, 2011.

Please contact my Chief of Staff, Cynthia Yee, with any questions at [cynthia.yee@tma.osd.mil](mailto:cynthia.yee@tma.osd.mil).

*Michael W. O'Bar*

Michael W. O'Bar  
Acting Director, Acquisition Management  
and Support  
(Head of the Contracting Activity)

# APPROVAL OF MEMORANDUM FOR REQUEST FOR INFORMATION

## COORDINATION

AM&S Chief of Staff (CoS)      Ms. Cynthia Yee

Acting Chief, Contract Policy &  
Pricing Branch      Ms. Genesta Belton

Procurement Analyst  
Contract Policy & Pricing Br.      Mr. Jeff Whittall

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ou=PKI, ou=TMA,  
cn=YEE.CYNTHIA.G.1043933988  
Date: 2012.09.19 08:10:34 -0400

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