
APPENDIX D. LETTERS OF AUTHORITY (LOAs)

D-1. General

The LOA grants authority to cite funds and incur obligations for MEDCASE equipment. Chapter 7 provides detailed information pertaining to the use and management of LOAs. All LOAs are transmitted electronically via E-Mail.

D-2. Examples

- a. Figure D-1 is a sample of an E-mail Letter of Authority (LOA) With Data Elements.
- b. Figure D-2 is a sample of an Amendment to an E-Mail LOA.
- c. The circled numbers in each Figure designate the data elements. An explanation of these circled numbers follows each Figure.

FIGURE D-1. E-Mail Letter of Authority With Data Elements As Marked

TO: margie_medcase@smtplink.ddeamc.amedd.army.mil at Internet-Mail -- (1)
CC: xxx@detrick-hsc.army.mil at Internet-Mail
Subject: LOA P961110

FROM: MCMR-MMT-C 31 October 1996 (2)
RETURN LOA TO E-MAIL ADDRESS:
GOLD_BELL@FTDETRCK-CCMAIL.ARMY.MIL

ACN(S): 010096997-- (3)

EXPIRATION DATE: 28 FEB 97 -- (4)

DOLLAR AMOUNT: \$ 164,125.00 (5) LOA: P961110 -- (6)

1. DIRECT FUND CITATION AUTHORITY: THIS MESSAGE PROVIDES AUTHORITY TO INCUR OBLIGATIONS UNDER THE FOLLOWING ACCOUNTING CLASSIFICATION FOR THE PURCHASE OF THE ACN AND THE AMOUNT SHOWN ABOVE.

(7) -9760130.1871 074-8027 847721.00000 31E4 000000 (14-POS DOC #) SPUR 018126 P961110

(8)

2. EXECUTION INSTRUCTIONS:

A. FURNISH A COPY OF THIS AUTHORITY TO THE SERVICING FINANCE AND ACCOUNTING OFFICE.

B. ALL OBLIGATION DOCUMENTS MUST SHOW THE FUND CITE PROVIDED ABOVE.

C. MAINTAIN AN OBLIGATION RECORD AS SHOWN BELOW.

D. SUBMIT ALL OBLIGATION DOCUMENTS TO COMMANDER, USAMMA ATTN: MCMR-MMT-C FORT DETRICK, MD 21702-5001, VIA MAIL OR FAX 301-619-4480/DSN 343-4480 WHEN THE CONTRACTS ARE AWARDED. A COPY OF RECEIVING REPORTS SHOULD BE FORWARDED TO THE USAMMA WHEN THE ITEM IS RECEIVED.

3. THE PAYING OFFICE FOR CONTRACTS ISSUED UNDER THE AUTHORITY OF THIS LOA IS:
DFAS-ROME
ATTN: VENDOR PAY, RO-FPV
124 CHAPPIE JAMES BLVD
ROME, NY 13441-4511
PHONE 800-553-0527

OBLIGATION DATE -- (9) REQUISITION NUMBER-- (10) DOLLAR AMOUNT OBLIGATED-- (11)

ADDITIONAL OBLIGATION LINES MAY BE ADDED TO THIS LOA.

EXPLANATION OF FIGURE D-1
E-Mail Letter of Authority With Data Elements As Marked

The following explanation is of specific elements on the LOA shown at Figure D-1. It is keyed to the circled numbers in Figures D-1.

ITEM 1. ISSUE TO - The address of the activity to which the LOA is sent.

ITEM 2. DATE ISSUED - This is the date the LOA was generated by the USAMMA. Funds are available as of that date for execution of the LOA. In no case should a contract, purchase/delivery order be awarded prior to that date.

ITEM 3. ASSET CONTROL NUMBER (ACN) - The ACN(s) to be purchased with the LOA. In no case should other requirements be purchased with this LOA.

ITEM 4. EXPIRATION DATE - The LOA is valid for a specific number of days ending on the expiration date. In no case should a contract, purchase/delivery order be awarded past this date without amendment to the LOA.

ITEM 5. AMOUNT AUTHORIZED - Total dollar allocated on this LOA. Obligations incurred shall not exceed this amount without amendment to the LOA.

ITEM 6. LOA NUMBER - Seven-digit field that is assigned by the USAMMA for LOA transaction control. The Advice number is unique to an LOA and is used only once within a FY. All references to an LOA use this number.

ITEM 7. ACCOUNTING CLASS - The accounting classification cited on this LOA must be reflected on the contract, purchase/delivery order exactly as on the LOA. If funds are controlled by a project code, the project code is incorporated in this line.

ITEM 8. BUDGET LINE ITEM - Identifies the program category within the Defense Health Program-Procurement (MEDCASE) appropriation.

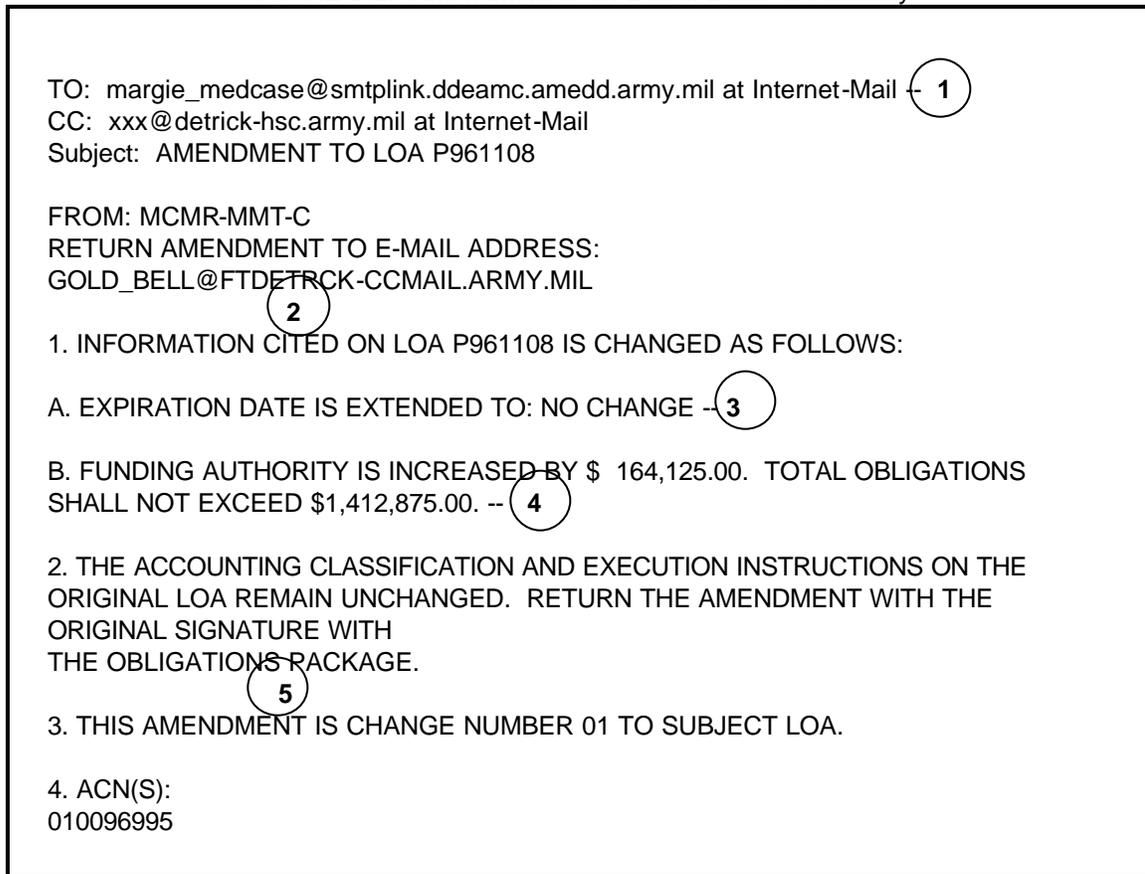
ITEM 9. OBLIGATION DATE - Calendar date the obligation occurred.

ITEM 10. REQUISITION NUMBER - Requisition Number obligated against this LOA.

ITEM 11. DOLLAR AMOUNT OBLIGATED - Dollar value of the contract, purchase/delivery order number obligated against this LOA.

**NOTE: A copy of the contract or delivery order must accompany the
LOA when it is returned to USAMMA.**

FIGURE D-2. Amendment to an E-Mail Letter of Authority



EXPLANATION OF FIGURE D-2.
Amendment to an E-Mail Letter of Authority

The following is an explanation of specific elements on the LOA amendment. It is designed to be used with the circled numbers in the illustration in Figure D-2.

ITEM 1. ISSUE TO - Address of the activity to which the LOA was issued.

ITEM 2. LOA NUMBER - Seven-digit field that was assigned by USAMMA for a specific LOA.

ITEM 3. EXPIRATION DATE - This reflects the new expiration date of the LOA. If no change occurred it will read "NO CHANGE".

ITEM 4. AMOUNT AUTHORIZED - Total dollars allocated on the LOA. Obligations incurred shall not exceed this amount without another amendment to the LOA. If no change occurred to the amount it will read "NO CHANGE".

ITEM 5. CHANGE NUMBER - Identifies the number of LOA amendments.