
CHAPTER 5. EXECUTION OF MEDCASE REQUIREMENTS

5-1. INTRODUCTION

a. Execution refers to the expending of MEDCASE funds for the acquisition of approved MEDCASE requirements. MEDCASE requirements are funded by participating activities in the order determined by each activity commander, using the MEDCASE funds released to the activity's station account by the command. There are three methods for executing MEDCASE requirements, local purchase, requisitioning or an alternate acquisition activity:

b. Local Purchase. To execute requirements by local purchase, the USAMMA issues an LOA directly to the participating activity. The LOA provides a fund citation (drawn from the activity's station account) which the activity applies to a DA Form 3953, (*Purchase Request and Commitment*) for local purchase. The issuance of an LOA constitutes a commitment of MEDCASE funds. Procedures for requesting and managing LOAs are contained in Chapter 7.

c. Wholesale Supply System. To execute MEDCASE requirements through the wholesale supply system, an activity submits a DD Form 1348-6 (*DOD single Line Item Requisition System Document*) to the USAMMA. The USAMMA applies a MEDCASE fund cite to a MIPR, (drawn from the activity's station account) and passes the requisition to the appropriate source of supply. The submission of a funded requisition to a wholesale supply source constitutes an obligation of MEDCASE funds. Procedures for requisitioning MEDCASE requirements are contained in Chapter 7. Appendix E contains an example of DD Form 1348-6 for use in preparing requisitions for MEDCASE requirements.

d. Alternate Acquisition Activity. To execute MEDCASE requirements through an alternate acquisition agency, i.e., the U.S. Army Engineering and Support Center (USACE-HNC), Huntsville, AL, an activity submits a DD Form 1348-6 to USAMMA. The USAMMA applies a MEDCASE fund cite to a Military Interdepartmental Purchase Request (MIPR), drawn from the activity's station account. The requisition or the MIPR is passed to the acquisition agency. The acceptance of a reimbursable MIPR by the performing acquisition agency constitutes an obligation of MEDCASE funds. The acceptance of a direct cite MIPR constitutes a commitment of MEDCASE funds. Chapter 6 provides procedures for requisitioning MEDCASE requirements.

5-2. FUNDING MEDCASE REQUIREMENTS

a. Activities may execute approved (1A) MEDCASE requirements at any time and in any order, regardless of the FY of the ACN, provided that there are sufficient funds in the activity's station account. Only approved requirements with an action code of 1A may be executed.

b. REQUIREMENTS LISTING. An approved MEDCASE requirements list can be obtained for each activity in two methods:

(1) The Command Priority Report. For activities that utilize the AMEDDPAS equipment planning module, approved, unfunded requirements are listed in priority sequence. Requirements that have not yet been prioritized are listed in ACN sequence below the prioritized requirements.

(2) The MEDCASE Requirements and Execution (MRE) System. The MRE central database at the USAMMA provides status of all requirements in an online, real time mode. Chapter 10 provides information pertaining to online access to the MRE system.

c. HIGH-DOLLAR VALUE (HDV) FUNDS. The USAMEDCOM may reserve an amount of their command program release in order to fund approved HDV requirements for activities within their command. HDV requirements are those which are either \$350,000 or greater. The USAMEDCOM advises the USAMMA to establish HDV funding distribution ceilings for their subordinate activities for the execution of approved HDV requirements in accordance with command priorities and procedures.

5-3. FUNDS MANAGEMENT AT THE STATION

a. GENERAL. MEDCASE funds are released by the USAMEDCOM to the USAMMA. Participating commands advise the USAMMA how to distribute funds among their subordinate activities. Upon this advice, the USAMMA establishes accounts within the MEDCASE requirements and execution system that indicate the amount of funds for which each activity is authorized. These accounts are referred to as "station accounts."

(1) Program Guidance. Program guidance normally consists of an anticipated core level, which reflects the amount of funds expected to be available. It is provided as a planning tool and should assist the PBAC in assigning priority recommendations to the activity commander. Program guidance will not be viewed as a constraint on the submission of MPRs.

(2) Program Release. The program release is the actual distribution of funds by the USAMMA into the station accounts as directed by the commands. It will be made available as soon after 1 October of the execution year as possible. The program release is divided by BLIC (See Chapter 3), and funding status is resident in the MRE central database at the USAMMA. Status of all station accounts is available in an online, real-time mode. Chapter 10 provides information pertaining to online access to the MRE system.

b. PROGRAM STATUS. Activities are responsible for maintaining an accurate status of their program release, to include current commitments, obligations, and "free balance," by BLIC and by project, if applicable.

(1) Commitments. A commitment is an administrative reservation of funds. It constitutes the "setting aside" of funds for a specific purpose. MEDCASE program commitments occur when the LOA (Letter of Authority) is issued for the local purchase of a MEDCASE requirement, or upon acceptance of a direct cite MIPR. Appendix D provides an example of an LOA. Commitments become obligations when a contract or delivery/purchase order from the local purchase action is posted to the MRE system.

(2) Obligations. An obligation is a legal reservation of funds. An obligation occurs when a contract or delivery/purchase order is posted to the MRE system or upon the submission of a funded requisition (DD Form 1348-6) to a wholesale level of supply or acceptance of a reimbursable MIPR by the performing acquisition agency. Appendix E provides an example of a requisition.

(3) Free balance. An activity's free balance is the amount of funds available; that is, the amount of the activity's program release which has not been executed. To determine the free balance, the following formula is used:

$$\text{PROGRAM RELEASE} - \text{COMMITMENTS} - \text{OBLIGATIONS} = \text{FREE BALANCE}$$

MEDCASE requirements are funded and executed from an activity's station account free balance. The free balance is referred to as the "uncommitted and unobligated balance" on MRE system reports

c. THE CONTROL JOURNAL. Each activity must maintain a control journal to keep track of its MEDCASE funds. This is available in AMEDDPAS. At the end of each month, the control journal should be reconciled with the MRE system. If an activity's control journal does not balance with the MRE, USAMMA should be contacted for assistance.

5-4. EXECUTION OF BLIC "MB" REQUIREMENTS

a. GENERAL. BLIC "MB" funds are medical MILCON funds appropriated by Congress for a health facility project that are set aside to procure Logistical Category responsibility (LOGCAT) "E" and "F" equipment for the new facility.

(1) The Army Corps of Engineers has forwarded all MILCON funds for LOGCAT "E" and "F" equipment to the USACE-HNC for control. The USACEHNC has the responsibility for the procurement of all LOGCAT "E" and "F" equipment.

(2) Funding BLIC "MB" requirements. Activities will not receive a BLIC "MB" funds release.

(3) Requisitions. All BLIC "MB" requirements will be executed by forwarding a requisition to USAMMA as prescribed in Chapter 7. The USAMMA will forward requisitions for LOGCAT "E" items to USACEHNCH for procurement.

b. MRE REQUIREMENTS FOR BLIC "MB". Because BLIC "MB" requisitions forwarded to USACEHNC are not funded through the MRE, those BLIC "MB" requirements will not be reflected as "FINANCED" in the MRE system. Instead, the MEDCASE Station Manager at the USAMMA will enter "HNT" into the Local Use Code (LUC) field, and enter the customer's requisition document number into the "Nomenclature" field. This information is reflected in the Requirements portion of the MRE system.

5-5. RECEIPT PROCESSING

a. RECEIPT PROCESSING LINKS. The Receipt processing links the MEDCASE, property accountability, and asset visibility in an audible database. This consists of accounting for the new item on the property book, and submitting a Receiving Report.

b. PROPERTY BOOK ITEMS. All items of equipment procured through the MEDCASE program must be accounted for on the activity property book. The ACN and IDC fields in the AMEDDPAS property record must be correct. The nomenclature should be generic and consistent with standard item descriptions in Appendix A. Attention should be directed toward compliance with procedures in the *AMEDDPAS Users Manual* and the command guidance.

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c. MEDCASE RECEIVING REPORTS. MEDCASE Receiving reports must be forwarded to the:

U.S. Army Medical Materiel Agency
ATTN: MCMR-MMT-C
1423 Sultan Dr. Suite 100
Fort Detrick MD 21702-5001