



THE AFMLL

The Air Force Medical Logistics Letter

Delivering Customer Focused Global Integrated Logistics



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MEDICAL MATERIEL

USAF Medical Logistics Directory

Attachment 8 is the May 1997 issue of the USAF Medical Logistics Directory. You may reproduce additional copies as needed. The directory is also available on the AFMLO WWW home page. (AFMLO/FOA, Ms. Rita Miller, DSN 343-4158)

New Personnel in the Department of Veterans Affairs (DVA) On-Site Contracting Office

To better meet the increased workload, the DVA has placed three new people in the On-Site Contracting Office at AFMLO. Monica Pileggi, Richard Elder, and Vickie Ambush all joined the staff in April. The addition of these highly motivated individuals will help to maintain and improve the quality of the customer support provided by this office.

Monica Pileggi is a contract specialist. Prior to coming to the VA On-Site Contracting Office, she worked five years for U.S. Army Medical Research Acquisition Activity (USAMRAA) at Fort Detrick, MD. She interned as a contract specialist at Walter Reed Army Medical Center and worked procurement at Cameron Station, a DLA organization in Alexandria, VA. Monica can be reached at (301) 619-4070 or DSN 343-4070.

Rick Elder has also joined the VA staff as a contract specialist. He previously worked at the 7th Signal Command and the Defense Information Systems Agency (DISA) at Fort Ritchie, MD, as a contract specialist and program analyst. Rick can be reached at (301) 619-4069 or DSN 343-4069.

Vickie Ambush is an office assistant. Her previous experience includes being a cancellation underwriter for State Farm Insurance and working in procurement and accounting at Bechtel Corporation, a major engineering firm. Vickie was also a training coordinator for Bechtel. She has also held accounting specialist and clerical positions. Vickie can be reached at (301) 619-4071 or DSN 343-4071.

We welcome Monica, Rick, and Vickie to the Air Force Medical Logistics Office. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

International Merchant Purchase Authorization Card (IMPAC) Purchase Order Numbers

In order to support interface efforts between MEDLOG and finance's computer systems, implement the following policy immediately. All IMPAC purchases must be made against an Lxx RID. All IMPAC card purchase order numbers must begin with the letter I. The next four positions are alpha-numeric and may be developed at local discretion. Use these four positions to identify the individual who made the purchase. This can be accomplished with the last four numbers from the IMPAC card, the individual's initials, etc. The last four positions of the purchase order number are a locally devised call number.

Example: IJCAR0001

I: indicates an IMPAC purchase

JCAR: identifies Joe Cardholder as the buyer

0001: indicates the call number

Compliance with this policy is mandatory. Upon completion of systems changes at finance, DFAS will issue authorization for recurring purchases with IMPAC. Estimated completion date is Aug 97. (AFMSA/SGSLP, Maj Paul Martin, DSN 240-4126)

Prime Vendor (PV) Information

Price Comparisons

It is very important you use either the Best Pharm/Best Med report in Forward Customer Support (FCS) or have AFMLO provide a Price Comparison Report for your base. These reports identify significant potential savings. Some of the items you originally selected to purchase from your PV are probably not the least expensive items available today. Price comparisons are required annually (DPSC PV Desk Reference). They may be

processed more frequently, but it is recommended you process them no more than twice a year. Changing products to ensure you buy the cheapest product every month can dramatically affect your PV's fill rate. When you constantly change products, the PV may not be able to fill your orders.

PV Interface Release III, available when Customer Area Inventory Management (CAIM) is fielded, will allow the user to set price increase limitations. For example, if the user identifies a ten percent increase limitation, every price that increases by more than ten percent will caution the user and provide the opportunity to cancel the order and research a less expensive alternative.

If you do not have FCS or would like the AFMLO to assist you with a Price Comparison, please contact MSgt Bryan Matthews at DSN 343-4172.

Prime Vendor (PV) Computers

The PV computer (DASH) maintenance contract has expired. Any hardware problems should be identified to the Help Desk. Additionally, do not reconfigure the DASH computers; you may do something that affects the PVI. Additional reminders:

- *Maintain the original PVI diskettes for back-up*
- *Do not forget to process monthly updates to the translation table*

Prime Vendor (PV) Reminders

Do not purchase non-Distribution and Pricing Agreement (DAPA) items through your PV account. Non-DAPA items may be purchased from your PV using a Decentralized Blanket Purchase Agreement (DBPA) or the International Merchant Purchase Authorization Card (IMPAC) on a separate account.

If you purchase items for War Reserve Materiel (WRM) through your PV, place them on a separate call from your regular order and contact the vendor to request the longest dating possible. Place orders using the ESD transaction, not the PRD. Additionally, ask the vendor if they will allow return of the stock three months prior to its expiration for replacement. This is not a contract requirement, but the vendor MAY be willing to accommodate you. Document your agreement and provide a copy to the PV.

Always use the MILSTRIP unit of issue for PV items. If you try to place an order and there is a unit of issue problem, do not automatically switch to the commercial unit of issue. Contact the Help Desk and advise them of the problem. If they cannot assist you, contact AFMLO.

The Air Force PV Desk Reference is now available on the AFMLO Home Page

Contracting Officer's Representative (COR) Training

A recent Procurement Management Review (PMR) conducted at the Defense Personnel Support Center (DPSC) faulted them for appointing CORs without ensuring the COR had completed required training. Additionally, DPSC did not have COR appointment letters on file for all bases.

All PV ordering facilities must appoint a COR. The appointed COR must complete required training. A COR should be appointed for both the pharmaceutical and med/surg contracts. It can be the same individual.

Rather than invest in the typical training costs, DPSC has obtained a one diskette course developed by the Defense Logistics Agency (DLA). The diskette is accompanied by a training manual. You may have already received these at your facility. Complete the self-paced course and take the self-test at the end of the diskette. Send the passing grade to DPSC and they will send out a COR letter referencing the completed training. If the COR at your facility has already completed COR training, provide DPSC with a training certificate. If training has not been completed, take the course on diskette.

Remember, as personnel PCS, new CORs must be trained and appointed. Ensure that DPSC always has a record of the current trained COR(s) at your base. If you have not received a COR training package, contact DPSC, Customer Support at DSN 444-8419.

Overlapping Prime Vendors (PVs)

Transition from the old PV to the new one can cause major problems for a facility. Relying on one vendor for ninety-five percent of your requirements and then switching vendors in one day is too risky. The new vendor may not initially stock enough to fill all the new requirements. In order to provide better coverage, DPSC has agreed to overlap PVs. This will be done for both pharmaceutical and med/surg contracts. All Statements of Work (SOWs) will include a transition plan for switching from one vendor to another in the last option year. There will be at least a 60-day overlap. On existing contracts, DPSC will work with current vendors to modify the contract.

The bottom line is that if the new vendor cancels an order, it can be passed to the old vendor at DAPA pricing.

Equipment Procurement Options

Now is a good time to review some of the equipment procurement options available. This information can be used to help you determine which sources can provide your facility exactly what you want, when you want it, for the best price.

Med/Surg PV contracts now have DAPAs with equipment manufacturers. Since equipment is not stocked by the PV, purchase of equipment items from the PV is not mandatory. That also means equipment items on DAPA must be purchased using the Extended Delivery Order (EDO) option and an EDO account with the PV. Delivery should be no more than ten days after placing an order. Equipment and durable supplies currently on DAPA includes pulse oximeters, wheelchairs and accessories, treadmills, exam tables, hospital televisions, VCRs and wall mounts, Stryker saws, and beds/mattresses. PV distribution fees vary from region to region, but are usually between 5 and 7 percent. The DPSC cost recovery rate is 1.3% for CONUS and 9.8% for OCONUS. These fees will be added to the price of the items.

DPSC has also negotiated several multi-year contracts for various equipment items. A list of these items was published in AFMLL 04-97 and is also available through the DPSC Medical Equipment Office Information Booklet and DPSC's home page:

<http://www.dpsc.dla.mil/medical/medequip.html>

The AFMLL is a specialized newsletter published by the Air Force Medical Logistics Office. The AFMLL is published monthly to provide medical materiel support data to Air Force medical activities worldwide. Our mission is to ensure all Air Force medical facilities receive the highest level of medical logistics support. In that regard, we solicit your articles for inclusion in the AFMLL to relay information for use by other activities. For additional information concerning this publication, call (301) 619-4158/DSN 343-4158 or write to the AIR FORCE MEDICAL LOGISTICS OFFICE/FOA, ATTN: Rita Miller, 1423 SULTAN DRIVE, SUITE 200, FORT DETRICK, MARYLAND 21702-5006. Articles may be data faxed to (301) 619-2557 or DSN 343-2557, or e-mailed to millerr@fdetrck.cemail.army.mil.

The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Matters requiring AFMLO action after normal duty hours may be referred to the AFMLO Staff Duty Officer. The Staff Duty Officer may be reached at DSN 343-2400 or (301) 619-2400 between the hours of 1630 and 0700 weekdays, and anytime on weekends and holidays.

These items are ordered via a Customer Order List and have a surcharge (usually 6.7%) included in the price.

The On-Site VA Contracting Program at AFMLO has recently expanded to three contracting officers and one administrative assistant. The additional staff was added to meet the demands of this steadily growing program, now over \$38 million. Prices are frequently negotiated well below FSS price and the surcharge is only 1% for items on FSS and 3.5% for open market items. With the additional staff in place, procurement lead times are expected to drop significantly from the current 45 day average. In addition, the On-Site VA Contracting Office has negotiated three BPAs for Physio-Control and Zoll defibrillators and Protocol patient monitors. For more information on these BPAs, see the article in Medical Equipment Management of this AFMLL.

Decentralized Blanket Purchase Agreements allow Medical Logistics to place their own orders. The Universal Data Repository, to be fielded this summer, contains valuable DBPA information to assist you in determining the best source for procurement. Remember your customer will be charged the 5% local purchase surcharge upon issue.

Activities also have the options of using the IMPAC for small purchases or using their base contracting office. If you require additional information about these sources, contact AFMLO. Our intent is to ensure you have options to ensure you get what you want quickly and at the lowest delivered price.

AFMLO Home Page

Please ensure WWW access is available to those personnel managing the following programs:

Excess
Quality Assurance
FDA Shelf-Life Extension
DBPAs

Important, information needed to manage these programs is on the AFMLO Home Page. PV and On-Site VA Contracting information will be added in the near future. (AFMLO/FOM-P, Capt Theresa Wood, DSN 343-4168)

Good-Bye MEDCAT-X, Hello Universal Data Repository (UDR)!

The Universal Data Repository (UDR) will replace the MEDCAT-X CD-ROM in June 1997 as a research tool for medical items. The UDR offers better search capability, and in addition to all features in the current MEDCAT-X, will include the D-Day Significant Item List, Deployable Medical Systems (DEPMEDS) data, Air Force Table of Allowance (TA), Decentralized Blanket Purchase Agreement (DBPA) and Quality Assurance (QA) data. Plans are underway to enable Air Force users to download UDR data directly to the MEDLOG system. All Air Force activities currently subscribing to the MEDCAT-X CD-ROM will receive the UDR. However, due to production transition problems, the UDR and MEDCAT-X will not be produced for May 1997. Contact your servicing Publications Distribution Office (PDO) if you do not have a current subscription. If you have questions or comments on UDR functionality, please contact AFMLO/FOC-T by telephone or e-mail:

orrisob@ftdetrck-ccmail.army.mil

(AFMLO/FOC-T, Ms. Brenda Orrison, DSN 343-7267)

\$\$\$ Savings On Prescription Inhalers \$\$\$

AFMLL 22-96 informed us of significant price differences between the Schering and Glaxo brand inhalers. The Federal Supply Schedule (FSS) dated March 1997 reflects a big savings when selecting the Schering products over the Glaxo products. Both brands are available on PV DAPA and savings are even greater than on the FSS. Check with the PV in your region before ordering. The pharmacy consultant at the Defense Medical Standardization Board verified the therapeutic equivalence of the two brands. Therefore, ordering the Schering product will save big \$\$\$!!

Pharmacies and medical logistics activities should take advantage of these savings immediately - *Buy Smart!!!* If your facility adopts this suggestion, complete AF Form 1000-1, Suggestion Evaluation and Transmittal, citing suggestion numbers (LAU970022, LAU970023, and LAU970024), and forward to the originating base suggestion program office (47 SPTG/LGS, Laughlin AFB TX 78843). Information and guidance on the Air Force Suggestion Program can be found in AFI 38-401. We commend Airman Benjamin Corey and SSgt Adrian Davis, Laughlin AFB TX, for their participation in the Air Force Suggestion program. (AFMLO/FOC-T, Ms. Brenda Orrison, DSN 343-7267)

New Procurement Option Available for Non-Medical Items

This article clarifies information in AFMLL 03-97 regarding the purchase of non-medical items through the DVA Tampa contracting office.

It is necessary to meet the requirements of the Economy Act when purchasing across agencies. The Economy Act encourages purchasing from any contracting agency that is more economically advantageous and “applies when more specific statutory authority does not exist,” as in the case of purchasing non-medical equipment from the VA.

Although the DVA is a designated agency for the procurement of some medical items, they are not a designated agency for the procurement of non-medical items. Therefore, an additional step is required to meet the requirements of the Economy Act prior to sending non-medical items to the DVA Tampa office for procurement.

In accordance with Economy Act procedures, using activities must go to their local base contracting office (or the contracting office that would have otherwise procured the item) for a determination and findings (D&F). The D&F is the Contracting Officer's certification that cost, including any administrative fees, appears reasonable, the requirement is a bona-fide need, pertinent approval levels have been obtained, adequate funding is available, and the items can not be provided as

<u>BRAND NAME</u>	<u>NSN</u>	<u>FSS PRICE</u>	<u>DAPA PRICE</u>	<u>MANUFACTURER</u>
BECLOVENT	6505-01-240-0588	\$15.70	\$15.62	GLAXO
VANCERIL	6505-01-240-0587	\$ 3.47	\$ 3.35	SCHERING
BECONASE	6505-01-238-5635	\$13.65	\$13.58	GLAXO
VANCENASE	6505-01-240-5813	\$ 3.47	\$ 3.35	SCHERING
BECONASE AQ	6505-01-275-4811	\$18.68	\$18.59	GLAXO
VANCENASE AQ	6505-01-275-4812	\$ 9.27	\$ 8.95	SCHERING
VENTOLIN	6505-01-238-4243	\$11.42	\$11.36	GLAXO
PROVENTIL	6505-01-116-9245	\$ 3.47	\$ 2.90	SCHERING

conveniently or more economically by an Air Force

contract. If the D&F shows it is advantageous to go to the other agency, it must include a statement that:

- The purchase will be made under an existing contract.
- The proposed agency has capabilities or expertise for contracting for the item that does not exist at the normal contracting office.
- The proposed agency is specifically authorized by law or regulation to purchase such items for other agencies.

Once the D&F is accomplished, the request can be forwarded to the DVA contracting office in Tampa for procurement.

Updated ordering guidelines can be found at **Attachment 1**, page 1.

For additional information, contact Capt David Zemkosky, e-mail address:

zemkosd@ftdetreck-ccmail.army.mil

(AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

Consolidated Purchase of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Surveys and Manuals

This is an update to an article that appeared in AFMLL 04-97. Please provide this information to your Quality Management Office.

We are currently working on a centrally funded, consolidated purchase of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) surveys and manuals for Air Force facilities. The DVA has a contract they are willing to modify to include Air Force facilities. The contract currently provides a 5% discount on the cost of the survey and

quantity based, tiered pricing on publications. The new estimated completion date is 16 May 97.

Initially, facilities will receive 1998 JCAHO manuals. The automated Accreditation Manual for Hospitals (AMH) and the Comprehensive AMH will be shipped in September 1997. The Comprehensive Accreditation Manual for Ambulatory Care (CAMAC) will be shipped in January 1998. Thereafter, the JCAHO will forward annual updates to these manuals. In addition, MAJCOMs have been added to the list to receive the Automated AMH in September with annual updates.

We will send out a message to all facilities when the contract modification is complete and in place, and also publish an update in future AFMLLs. If you have any questions or comments, contact Capt David Zemkosky by telephone or e-mail:

zemkosd@ftdetreck-ccmail.army.mil

(AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

Joint Service Quality Assurance (QA) Messages

In an effort to streamline the QA process, a Joint Service QA message has been developed. This message will provide standardized information from a single source across the Services. On or about 1 June 1997 a Beta Test will begin with the Joint Service QA message. These messages will be received as DODMMQC messages. This new process will increase the number of messages you receive because messages will be sent on "ALL" product recalls, withdrawals, and alerts. The information that currently appears at Attachment 2 of the AFMLL will no longer be published as of AFMLL 06-97. However, we will continue to publish the message numbers used. It will be necessary for you to maintain a log of these DODMMQC messages in numerical sequence (ex: DODMMQC-97-0001). You will continue to receive AFMLO QA messages for Air Force unique, as well as, suspension and FDA extension messages

and must maintain a separate log from the DODMMQC messages. All messages will continue to be transmitted thru AUTODIN, will be available on the AFMLO home page and e-mail. If you do not receive these messages and cannot retrieve them, contact AFMLO/FOM-P, Bonnie Phillips at DSN 343-4170 or commercial (301) 619-4170. **Attachment 7** is a sample of a DODMMQC message. During the test program, submit all comments and suggestions on the Joint Service Quality Assurance Messages to Bonnie Phillips. (AFMLO/FOM-P, Bonnie Phillips, DSN 343-4170)

Acquisition Advice Codes “W” and “J”

This article provides guidelines to assist you in managing Acquisition Advice Code (AAC) “W” and “J” medical items. Familiarity with these guidelines and use of prime-substitute relationships (PSRs) will prevent confusion and result in earlier receipts of critically required War Reserve Materiel (WRM).

There are three different circumstances where you may get involved in the “W” and “J” arena: Provisioned Equipment, Spare Parts Kits, and Consumable Support Items.

AAC “W” and “J” Provisioned Equipment

AAC “W” items are authorized in Table of Allowances (TAs) and may be requisitioned. AAC “W” NSNs are generic descriptions that include special characteristics normally required for WRM (e.g., dual voltage, reusable containers, unique spare parts kits, etc.). Requisitions for AAC “W” NSNs are sent to the Defense Personnel Support Center (DPSC). AAC “J” equipment items cannot be ordered unless a brand name/sole source justification is provided and approved. The AAC “W” generic item is never actually purchased by DPSC. As contracts are awarded, AAC “J” NSNs are assigned to the particular manufacturer and model. That is the equipment you will receive at your activity. You should receive the AAC “J” item by processing a receipt of substitute (RSD) transaction, (there must be a master record for the substitute NSN or the transaction will reject). You must also process a

PSR transaction to establish a prime-sub relationship to the AAC “W” item.

Example: AAC “W” NSN 6515-01-187-6606 is authorized in the Air Transportable Clinic (TA 889A). You order this NSN from DPSC but actually receive 6515-01-313-6242 (AAC “J”). You run the RSD and then establish a PSR (ratio 1 to 1), citing the AAC “W” NSN as the prime (leveled item) and the AAC “J” (non-leveled item) as the substitute.

AAC “W” and “J” Spare Parts Kits

AAC “W” spare parts kits are authorized in TAs, but cannot be ordered. Spare parts kits are only available when the end-item of equipment is purchased. At that time AAC “J” brand specific kits are provided. The kits are normally provided in the same shipment as the piece of equipment when bought centrally. Upon receipt establish a PSR with the AAC “W” kit as the prime (leveled item) and the AAC “J” (non-leveled) as the substitute (ratio 1 to 1). If a kit is required after the initial central buy, you must requisition each spare part individually. Ensure you requisition the parts for the correct make and model of equipment. The components of each kit can be found with the initial kit paperwork and will be published on the Universal Data Repository (UDR). They are also available from AFMLO/FOM-E, TSgt Stephen Walker at DSN 343-4039.

AAC “W” Consumable Support Items/Kits

These items are authorized in TAs but should not be ordered. You must requisition the individual items required to support the specific end item on-hand (AAC “J”). The information should be available in the manufacturer’s literature provided with the end item. Remember, while most support items are listed in the Table of Allowance, you must ensure the items you purchase are compatible with the equipment you actually have.

Example: Medical staples are required to support a medical stapler, however, not all staples fit all staplers. Order staples compatible with the brand specific stapler on-hand. That is where your quality assurance records become a critical asset, and why

they need to be meticulously annotated with the correct information.

Understanding the different classes of AAC “W” and “J” items; understanding what and how to order; and knowing how to receive the items and establish prime-substitute relationships is essential for good WRM program management. Without that knowledge there is an increased potential for having your requisitions canceled, ordering and receiving the incorrect items, or losing prior fiscal year WRM money. Refer to AFM 167-230, Section 6 for more detail on PSRs and Section 9 for more detail on processing receipts. (AFMLO/FOC-A, SSgt Glenn Blackshear, DSN 343-4050)

Matériel Obligation Validation (MOV) Cycle 97-02

MOV Cycle 97-02 began on 20 April 1997 and is scheduled to end on 5 June 1997. If you have outstanding requisitions from any Defense Logistics Agency (DLA) that qualify for the MOV cycle (see AFMAN 23-110, Chapter 8, Attachment 6 for criteria), you should have received an MOV Cycle within five days of 20 April.

There have been many problems with the MOV cycles in the past few years, most of them related to non-receipt of the images in MEDLOG.

If you receive a cycle, successfully processing it results in an MOV Transaction List. The superintendent or matériel manager should review the list to determine the current requirement for all items listed. The review of this list is suggested because in the three prior MOV cycles, numerous old requisitions, mostly WRM, were canceled by the account without the knowledge of the superintendent or matériel manager. If once canceled, requisitions cannot be reinstated and funding may be lost. Once the appropriate action is determined, responses are processed using the “AVD” transaction.

Even if you lose the MOV transaction or confirm that MEDLOG received the cycle correctly with an “AP9” on the AUTODIN Transaction List Part II,

you can still use the “AVD” transaction to print screen each document or process on line.

If you did not receive an MOV cycle, but feel you should have, look at your AUTODIN Transaction Lists Part II from 15 -26 April to see if the cycle was rejected due to garbled information or an incorrect image count. MEDLOG produces an “APX” transaction when that happens. If this has happened, contact the Logistics/Readiness Analysis Team at AFMLO. We will contact the appropriate DLA component to determine the items that were included in the MOV cycle. We will then contact you to process them properly using the “AIT” screen. (AFMLO/FOC-A, Mr. Dale Lyons, DSN 343-4017)

Contracting Corner

The Functional Area Chief (FAC)

Based on numerous questions received at the Logistics Symposium from DMLs assigned as Functional Area Chiefs (FACs), we prepared the following article addressing FAC duties and responsibilities.

The FAC is responsible for a functional area, which is the organization having responsibility for the actual performance of a given service, whether it is done in-house or by contract. The FAC position exists at the headquarters, MAJCOM and installation level. The FAC position discussed here is at installation level. This is always the squadron commander responsible for the service. The squadron commander may delegate FAC duties to a flight or element within the organization; but retains responsibility for the services.

AFMAN 64-108, para 1.6 describes the contents of a requirements package and defines FAC responsibility. For contracts where AFMAN 64-108 does not apply, the FAC (DML or other as appropriate) is still responsible for the requirements package. This leads us to the responsibility of the FAC for coordinating requests for commander approval of personal service contracts for direct

health care per DoD FAR Supplement (DODFARS) 237.104 (b) (ii) (C) (1). These contracts are exempt from AFMAN 64-108, but the FAC must make certain the coordination is obtained, since the commander's approval for personal service contracts must go to the contracting office with the purchase request per DODFARS 237.104 (b) (ii) (D).

The installation level FAC is also responsible for the performance work statement (PWS). The FAC is responsible for originating the PWS, whether by tailoring a standard PWS to the individual requirement, or generating a new PWS. The FAC will obtain input from the technical activity in preparing the PWS, and coordinate with the base contracting office (BCO). In the case of professional medical services, the FAC will further coordinate with HQ AFMSA/SGSLC. It does not matter if you send your PWS to SGSLC, or to the BCO first. However, many BCOs will not consider the PWS without SGSLC coordination.

The FAC has many responsibilities relating to quality assurance evaluators (QAEs). The FAC is responsible, with the servicing personnel office, for determining minimum qualifications for QAEs for a given function. The FAC will nominate to the commander, or appoint (if authorized by local procedures) qualified individuals to positions as QAEs. The FAC ensures the QAEs maintain proficiency in their functional areas, and evaluates their job performance at least annually. The FAC will also, if requested by the contracting officer, coordinate in the review of the quality assurance surveillance plan(QASP). A checklist is used to verify compliance with the QASP and establish an audit trail. The QAE forwards the completed checklist to the FAC. The checklist will be retained in the FAC's contract file to show objective evidence of performance prior to approving invoices for payment.

Periodically, HQ AFMSA/SGSLC offers a three-day contracting workshop for Medical Logistics personnel where we further explore the role of the functional area chief and other contracting topics. For further information on the next class, contact HQ AFMSA/SGSLC, Mr. Tom Cook or Ms.

Carmen Magner at DSN 240-3944. (HQ AFMSA/SGSLC, Mr. Tom Cook, DSN 240-3944)

Federation of State Medical Boards (FSMB) Inquiries

AFMSA/SGSLC has installed on-line access to the FSMB to expedite requests to screen civilian physicians and physician assistants. All FSMB inquiries to AFMSA must be in writing and include the following information:

- *Provider's full name*
- *Social Security number*
- *Date of Birth*
- *Medical School and location (city, state, country)*
- *Graduation Year*
- *ECFMG Certificate Number (if applicable)*
- *National ID number (if applicable)*

Do not submit a request for a provider who has transferred from another DoD medical treatment facility (MTF) either as an active duty or civilian provider with a record of a previous FSMB inquiry. Additionally, we are only responsible for screening contract civilian physicians and physician assistants. Requests may be mailed to HQ AFMSA/SGSLC, ATTN: Carmen Magner, 8901 18th Street, Brooks AFB TX 78235-5217 or faxed to DSN 240-3077, commercial (210) 536-3077. For further information, please contact Mrs. Magner. (HQ AFMSA/SGSLC, Mrs. Carmen Magner, DSN 240-8042)

Resource Manager Information

Part I

This is the first article in a four-part series designed to assist the logistician in their role as resource managers. Logisticians spend, track, manage, and account for more funds than anyone else in the medical treatment facility (MTF), making them the most prone to inadvertent violation of public law. Therefore, the purpose of this series is to educate the logistician on the allocation process and the governing laws. This article and the diagram at **Attachment 4** will provide a macro-view of the allocation process. Understanding the entire process is important because it will allow you to see how decisions made at your level impact the process, and why certain laws that may seem counter-productive are in place.

The process begins with the congressional budget committee determining how tax dollars are to be spent. Next the appropriations committee, in concert with the other committees, appropriates the funds to the Treasury department, who issue a warrant to the Office of Management and Budget (OMB). The OMB apportions funds to the Department of Defense (comptroller), who allocate medical funds to the Office of the Washington Headquarters Services (WHS). The WHS is advised by the Office of Assistant Secretary of Defense for Health Affairs (OASD(HA)) on how to suballocate funds to the services, in our case, the Office of the Secretary of the Air Force (SAF). It is important to note that funds always flow through the Financial Management side of the house, never the medical. The medical element at each level only recommend the distribution; they do not move funds. Next, the Office of the Surgeon General (AF/SG) recommends to the SAF the suballocation on medical money to the MAJCOMs. The SAF distributes the funds to the MAJCOM/Financial Manager (FM) who, based on the recommendation of the MAJCOM/SG, distribute funds to the base FMs.

As you can see, the allocation process is not simple or quick. The numerous steps ensure tax dollars are protected and appropriately allocated. Some may argue that we have a thousand dollar safe to protect

one dollar, and they may be right. However, our purpose is to learn the system and work legally within it.

Future articles will discuss the four public laws you are responsible for knowing and complying with. As we explore these laws, it may scare you to see how easily they can be broken. You may remember times when, in the name of common, or smart business sense, you were asked to violate these laws; that is why knowledge of these laws is your best line of defense and can protect you and your superiors from making career-ending mistakes. (AFMLO/FOM-C, Capt Ken Hill, DSN 343-4035)

463L System Support Equipment

The War Reserve Materiel (WRM) Program Guidance and Procedures (AFI 25-101), dated 1 May 1996 changed the reporting procedures for 463L pallets and nets. In accordance with paragraphs 4.4.1. through 4.4.8., bases now furnish quarterly reports to their War Reserve Materiel Officer/Noncommissioned Officer (WRMO/NCO).

Report requirements and on-hand balances to the WRMO/NCO located on your installation. The WRMO/NCO will report this information to the MAJCOM WRM Pallet and Net Monitor. The MAJCOM WRM Pallet and Net Monitor will validate the annual unit submission and submit a MAJCOM WRM Pallet and Net Requirement letter to the AF item manager. Please continue to maintain accurate quantities on the MEDLOG records. Accurate information in your WRM Stock Status Report is critical. The WRMO/NCO is different for each base. If you are not sure who this individual is, contact Ms. Rosemary Humphries at DSN 468-6171. (AFMLO/FOC-R, Ms. Dianna Wilson, DSN 343-7517)

Table of Allowance (TA) Updates

Attachment 5 reflects updates to a number of medical TAs. Some changes were a result of cataloging action to replace Acquisition Advice Code (AAC) "V" and "Y" NSNs, while other changes were generated by the various offices of primary responsibility. These changes are provided to update your War Reserve Materiel (WRM) and Medical Equipment Management Office (MEMO) records. Don't forget to establish prime-substitute relationships (PSRs) where applicable. (AFMLO/FOC-T, Ms. Anne Newcomer, DSN 343-4118)

Current Status of Decentralized Blanket Purchase Agreements (DBPAs)

Pages 1 through 3 of **Attachment 3** is a list of pen and ink changes to the consolidated list provided in Attachment 3 of AFMLL 04-97.

Electronic DBPA Information

DBPAs will soon be available for review on the UDR CD-ROM. Medical ordering accounts can view copies of all the DBPAs, any applicable modifications, ordering/payment information, and electronic price list(s) (if provided by the DBPA vendor). Our goal is to get as many vendors as possible to provide us with their price list in an electronic format. Not only will you know which DBPA vendors supply a particular commodity, you would also know if you are getting the best price. Once the UDR CD-ROM is fielded, AFMLO will no longer provide microfiche copies of the DBPAs. Defense Accounting Offices (DAOs) and Operating Locations (OPLOCs) should go through their local Publication Distribution Office to receive this monthly subscription. Please let your respective officer know.

Internet: If you want to query DBPA information, log on to the AFMLO home page. Click on "Products you can use", then click on Decentralized Blanket Purchase Agreements. From here, before you can access DBPA information, you must log on from the DBPA System

Login screen. For Username, this will be the ACCOUNT you used when you were using ABBIE; for Password, same as updating the directory address when you were using ABBIE. Click on "login". You can choose to enter the DBPA number, RIC, Cage, or vendor's name. After entering one of these elements, click on "search". The company name will be highlighted in blue; click on this and you will have the most current DBPA information. If you forgot what password you were using when you logged on to ABBIE, please contact Lynn Elspas at AFMLO/FOI-I at DSN 343-4130 for assistance.

Agreement Modifications

A copy of the modifications listed below are provided on pages 4 through 12 of **Attachment 3**.

(SP0200-97-A)

<u>DLA-120-97-A</u>	<u>Vendor Name</u>	<u>Mod for</u>
9048	Bayer Corp.	"Remit to" address
9077	Steris Corp.	"Remit to" address and phone number
9105	Pharmacia Diagnostics	Name, address and fax change
9118	Allegiance Healthcare	"Remit to" address
9121	Allegiance Healthcare	"Remit to" address
9174	Orem Medical Corp.	Cancellation
9305	Moore Medical Corp.	Cancellation
9388	B. Braum Medical, Inc.	"Remit to" address

SP0 Agreement Conversions

The following agreements have been converted to SP0200-97-A.

8502	8503	8504	8505	8506	8510	8511	8512
8513	8514	8516	8517	8518	8519	8520	8521
8522	8523	8524	8525	8526	8527	8530	8531
8532	8533	8534	8538	8539	8540	8542	8544
8545	8547	8548	8549	8550	8551	8552	8553
8554	8555	8556	8557	8558	8559	8560	8561
8563	8564	8565	8566	8567	8568	9013	9018
9019	9022	9026	9027	9028	9029	9030	9038
9048	9052	9056	9057	9061	9068	9073	9074
9077	9081	9084	9085	9086	9088	9094	9095
9099	9105	9107	9112	9114	9117	9125	9127
9128	9129	9130	9131	9133	9135	9138	9139
9141	9144	9147	9149	9150	9153	9154	9158

9159	9166	9171	9172	9177	9184	9189	9194
9196	9209	9213	9214	9215	9217	9226	9227
9231	9232	9233	9235	9236	9238	9242	9243
9244	9245	9246	9250	9252	9255	9259	9265
9266	9267	9270	9274	9275	9276	9281	9283
9284	9287	9288	9289	9294	9298	9299	9300
9303	9304	9305	9308	9310	9314	9319	9321
9322	9329	9349	9353	9360	9363	9367	9369
9370	9377	9380	9383	9385	9390	9391	9403
9411	9416	9420	9425	9459	9462	9463	9465
9466	9467	9468	9469	9472	9474	9475	9476
9477	9478	9479	9480	9481	9482	9483	9486
9487	9488	9490	9491	9497	9499	9500	

VA0 Agreement Conversions

Agreements converted to VA0200-97-A- are listed numerically below:

4000	4003	4004	4005	4006	4011	4013	4014
4019	4021	4022	4025	4026	4027	4028	4029
4030	4031	4033	4038	8501	8507	8508	8509
8528	8535	8536	8537	8543	8546	8562	9002
9005	9006	9009	9014	9017	9020	9021	9032
9035	9042	9049	9050	9059	9072	9090	9093
9104	9108	9111	9122	9132	9134	9136	9152
9155	9156	9160	9161	9162	9170	9182	9185
9186	9187	9195	9198	9202	9204	9207	9210
9211	9212	9219	9220	9221	9225	9228	9237
9239	9247	9253	9256	9261	9269	9271	9278
9285	9290	9293	9296	9301	9309	9311	9316
9317	9318	9320	9323	9324	9325	9327	9334
9338	9342	9343	9350	9356	9357	9364	9378
9388	9397	9402	9405	9409	9413	9414	9419
9423	9427	9430	9434	9435	9436	9437	9438
9439	9440	9441	9448	9452	9458	9464	9471
9484	9489	9492	9493	9494	9495	9496	9498.

(AFMLO/FOM-P, Mrs. Charlotte Christian, DSN 343-4164)

Information

Air Force Personnel Center (AFPC) World Wide Web Assignments Page "Frequently Asked Questions"

Q. How do I stand for overseas selection? What is my number on the volunteer/nonvolunteer overseas list?

A. Eligibility for overseas listings are maintained by individual assignment NCOs. Relative standing changes daily due to factors such as number of volunteers, available assignments, people entering or leaving the eligible pool (assignments, promotions, retirements, separations, retraining), authorization changes, etc. Therefore, numerical standing by itself is useless data without an understanding of those factors and knowledge of future overseas requirements. Because of that, we do not provide this information in specific terms. However, you can find your approximate standing by checking the freeze dates for your grade and AFSC on the overseas EQUAL listing. This will help you decide if you are "hot" for overseas and, armed with that information, you can more effectively participate in the assignment process. There are a few AFSCs that do not receive assignments under EQUAL (i.e. 1AXXX). Please review the EQUAL list cover page for specifics.

Q. Do I have an assignment?

A. Assignment notification is a commander's role. Once assignments are made, we send them to the MPF and unit commanders are advised. You will be notified shortly thereafter. The release dates for each cycle's assignments are published each quarter. Contact your MPF and/or Commander's Support Staff for the latest assignment information.

Q. Can you verify my volunteer status and preference?

A. Most MPFs can verify this as they are now directly connected to the AFPC computer.

Q. What is open overseas?

A. Under the Enlisted Quarterly Assignments Listing (EQUAL) process, we list the assignments we will match during the next cycle. This list is sent to MPFs approximately four weeks before the match is made. You can review the list and update your preferences if you would like to volunteer for any of the advertised requirements. Freeze date or "vulnerability" columns are included on the EQUAL listing for overseas requirements. The dates are AFSC and grade specific and reflect both long and short tour vulnerability. The long tour date shows Overseas Duty Selection Date (ODSD) and the short tour date shows both the Short Tour Return Date (STRD) and the number of previous short tours. If your dates are on or before the dates shown and the number of short tours are equal or less than the number shown, you are vulnerable for selection as a non-volunteer. Use **ONLY** your current grade (NOT one grade up or one grade down) unless you're projected for promotion. If you are projected for promotion, use your projected grade **ONLY**. AICs will volunteer based on Date of Rank (DOR), promotion eligibility, and skill level as identified on the EQUAL coverage page. For additional instructions on how to volunteer for assignments see the EQUAL and EQUAL Plus coverage pages.

Q. What is the status of my follow-on, in-place base-of-preference, or other assignment application?

A. These programs are run at different times of the quarter based on various parameters (i.e., homebasing/follow-on applications are processed 120 days prior to projected departure date). MPFs may submit queries regarding home-basing/follow-on applications when departure date is within 90 days and the application was submitted over 30 days ago.

Q. As a military couple returning from overseas, why can't we compete for CONUS assignments advertised on the EQUAL list?

A. The key word is compete. The overseas returnee assignment process is designed to be fair and equitable by using factors such as the current type of

overseas tour you are on, the number of previous short tours you have had, your DOR, etc., to establish a "pecking order" that racks and stacks overseas returnees for each AFSC by grade. In other words, if there were 5 Supply (2SOX1) SSgts returning in a given EQUAL cycle, the above factors would be used to actually prioritize those five SSgts, ranking them 1 through 5; then these five SSgts would compete (not pick and choose) for the available assignments. In the military couple situation, although there are two people, there is only one family, and our goal is to keep the family together if at all possible. Moreover, in a military couple's situation, the military members may have different AFSCs or different grades/skill levels from one another. So if we tried to include the military couple in the "pecking order", one member might be number one in the Grade/AFSC, but their spouse might rank number five in the Grade/AFSC. There is no way to include military couples in the EQUAL returnee process and maintain both our goal of keeping the family together and equity for other returnees who are not part of a military couple. Based on this, we have found that "hand matching" these assignments is the best and fairest method; we ask the military couple to furnish us their geographic preferences so we can consider them as we try to find the location that has the greatest mission need for both members in their respective Grades and AFSCs.

Q. As an overseas returnee, why can't I get more notification time for my CONUS assignment?

A. As an overseas returnee, your assignment process actually begins when you sign your Date of Estimated Return from Overseas (DEROS) RIP to indicate you wish to keep your DEROS and not extend nor do an in-place consecutive overseas tour (IPCOT). Once we know you are a firm loss from the overseas location, the process starts for us to determine how many overseas assignments we need to make, i.e., replacements for you and others returning during your three month cycle. Once that's complete, those assignments are advertised on the overseas EQUAL list, matched to the most eligible people to those assignments. So in other words, we need to first find out who your replacement is and more importantly where he/she is coming from

before we can determine the CONUS assignments and in turn advertise them on the CONUS EQUAL list. This process is all computerized, that's the good news; the bad news is that it is a very time consuming process because of the "old" computer hardware/software being used and the timelines are at the maximum levels now with no flexibility for change under the current computer platform. However, the entire Personnel System (not just assignments) is undergoing a multi-year/multi million dollar modernization/upgrade effort that will eventually allow us to adjust the timelines. Bottom line, we will be providing more notification time for overseas returnees (probably 4-6 weeks more), but our ability to do so is still a couple of years from implementation. In the meantime, we have to live with the stringent timelines of the current system. (AFMSA/SGSL, CMSgt David Rea, DSN 240-3946)

Medical Logistics in Action

Headquarters, Air Force Medical Support Agency (HQ AFMSA) and the Air Force Medical Logistics Office (AFMLO) extend sincere congratulations to the personnel named below for their outstanding achievements. (AFMLO/FOA, Ms. Rita Miller, DSN 343-4158)

Promotion to Senior Master Sergeant

The following individuals were selected for promotion to Senior Master Sergeant. Col Timothy Morgan, Chief, Medical Logistics Division, HQ, AFMSA, and Col Jeffrey Cooper, Chief, AFMLO and their staffs congratulate these individuals on this significant achievement.

Medical Materiel 4AIX1

Richard W. Caswell
Allen G. Manning
Stephen M. Wright

Randal Kirkpatrick
Randall T. Rodgers

Biomedical Equipment Technician 4A2X1

Milton O. Lawitzke
Terry L. Moore

Willie S. Lolofie
Brian V. Schaefer

1st Medical Support Squadron Langley AFB VA

SrA Chanea Laurent was selected as the 1st Medical Support Squadron Airman of the Quarter, and Logistician of the Quarter for the period Jan - Mar 97. **Capt Burney Payne** was selected as the 1st Medical Support Squadron Company Grade Officer of the Quarter for the period Jan - Mar 97. **SrA Terri Jones** was awarded a Certificate of Recognition for superior performance in SIORE 97-4. **SSgt Lionel Laza** was presented a Outstanding Performer Medallion for duty performance while assigned to the 1st Medical Group Dormitory, Langley AFB VA.

3rd Medical Group Elmendorf AFB AK

John Bowlby, Ferdinand Liwanag, and Manuel Rivera were promoted to **Technical Sergeant**.

4th Medical Group Seymour Johnson AFB NC

Jan-Michael Hughes and **Laura R. Hurley** (BMET) were promoted to **Airman First Class**. **TSgt Ron F. Kelly** was selected as the 4th Medical Group and the 4th Medical Support Squadron Noncommissioned Officer of the Quarter for the period Jan - Mar 97. **MSgt Terry L. Schaefer** was selected as the 4th Medical Group and Air Combat Command Noncommissioned Resource Manager of the Year for 1996, and the 4th Medical Group and 4th Medical Support Squadron Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 97.

**5th Medical Support Squadron
Minot AFB ND**

Rhonda Dillon was promoted to Airman First Class. **Bill Gondinger** was promoted to **Technical Sergeant**. **TSgt Bill Bender** was selected as the 5th Medical Support Squadron Noncommissioned Officer of the Quarter for the period Jan - Mar 97. **SSgt Megan St. Clair** was awarded the Air Force Commendation Medal (2nd OLC) for duty performance at Aviano AB IT. **MSgt Mike Dornish** was awarded the Air Force Meritorious Service Medal (1st OLC) for duty performance at Offutt AFB NE. **SrA Nick Hoff** graduated from Airman Leadership School.

**20th Medical Group
Shaw AFB SC**

SSgt Douglas M. Suddueth was selected as the 20th Fighter Wing Noncommissioned Officer of the Quarter for the period Jan - Mar 97.

**24th Medical Group
Howard AFB PN**

SrA Leta A. Young graduated from the Airman Leadership School (Class 97D) as the Distinguished Graduate.

**35th Medical Group
Misawa AB JA**

Capt Mike Warwick was selected as the Young Healthcare Administrator of the Year for 1996. **TSgt Henry Townsend, Jr.**, was selected as Misawa AB Logistics Professional of the Year for 1996. **SrA Zina Edwards** completed requirements for an Associate Degree in Logistics Management Degree from the Community College of the Air Force.

**60th Medical Support Squadron
Travis AFB CA**

Michael Agustin was promoted to **Airman First Class**. **Benjamin Rubio** was promoted to **Major**. **A1C Jason Davern** was selected as the 60th Medical Group and 60th Medical Support Squadron Airman of the Quarter for the period Jan - Mar 97. **SSgt Patrick Wheeler** was awarded the Air Force Commendation Medal for heroism while assigned to the 60th Medical Support Squadron. **TSgt Lester Kipler** was awarded the Air Force Commendation Medal upon his retirement after 25 years of service to the United States Air Force.

**66th Medical Group
Hanscom AFB MA**

SrA Jodi S. Guinan graduated from Airmen Leadership School. **TSgt Keith F. Tousignant** was selected as the 66th Medical Group and the 66th Air Base Wing's Noncommissioned Officer of the Quarter for the period Jan - Mar 97. **Capt John E. Bleuel** was selected as the AFMC Logistics Officer of the Year for 1996.

**374th Medical Group
Yokota AB JA**

TSgt Michael J. Palmer was awarded the Air Force Achievement Medal (1st OLC) for outstanding duty performance while preparing the 374th Medical Group for two HQ PACAF readiness assessments, IRR1 and CER1. Ratings of Outstanding and Excellent were received and greatly aided the wing's overall grade.

**609th Air Support Squadron
MCLB Albany GA**

Jennifer Elbourn and **Itzel Wyckstandt** were promoted to **Airman First Class**.

**436th Medical Group
Dover AFB DE**

Cheryl Miller was promoted to **Senior Airman**. **Capt Gordon Gould** was awarded the Air Force Commendation Medal (1st OLC) for meritorious service while assigned to the 336th Recruiting Squadron, Moody AFB GA. **A1C Russell Lang** completed the Biomedical Equipment Apprentice Course as the Honor Graduate of Class 960625.

**366th Medical Group
Mountain Home AFB, ID**

SSgt Jeffery A. Dunnam was awarded the Air Force Achievement Medal (2nd OLC) for outstanding temporary duty performance at Offutt AFB NE. **MSgt Cladis D. Houston** was selected as the 366th Medical Group and 366th Medical Support Squadron Senior Noncommissioned Officer of the Year for 1996.

**384th Training Squadron
Sheppard AFB TX**

The following personnel completed the Health Services Administration Course in medical logistics/facility management:

*Class Number: 97-A
Graduation Date: 24 Apr 97*

Capt Ken Moody	New Orleans LA
Lt Jason Eitutis	Keesler AFB MS
Lt Tyler Sanders	Pope AFB NC
Lt Van Derhoof	Andrews AFB MD

The following personnel completed the Medical Materiel Craftsman Course:

*Class Number: 970317
Graduation Date: 28 Mar 97*

SSgt Ray Knudson	Patrick AFB FL
SSgt Kyle McKellips	Kadena AFB JA
SSgt Terry Mosely	Kadena AFB JA
SSgt Nicholas Neil	McClellan AFB CA
SSgt Shon Baker	Lackland AFB TX
SSgt Michael Coscarella	Eglin AFB FL
SSgt Donna Martin	Wright-Patterson AFB OH
SSgt Jeffery miller	Offutt AFB NE
SSgt Elijio Venegas	Sheppard AFB TX

The following personnel completed the Medical Materiel Apprentice Course:

*Class Number: 970404
Graduation Date: 8 May 97*

AB Tamara P. Abernathy	Barksdale AFB LA
AB Burl T. Battle	WGARS PA
AB Andrew R. Brown	Westover ARB MA
A1C Alesha K. Dickman	Tinker AFB OK
*Amn Jennifer L. Johnson	Hurlburt Field FL
Amn Tamiya L. Mansfield	McClellan AFB CA
SSgt Sammy A. Morel	McGuire AFB NJ
AB Johnnie D. Nash	Moody AFB GA
A1C William C. Revis	O'Hare ARB IL
AB April C. Rodriguez	Edwards AFB CA
SrA Joe L. Sandoval	Tucson ANG AZ
SrA Larry W. Thornton	Kirtland AFB NM
SSgt Robert M. Vota	Phoenix ANG AZ

The following personnel completed the Biomedical Equipment Apprentice Course, J3ABR4A231.001:

Class Number: 960724

A1C Nancy Anderson	Langley AFB VA
Amn Darrell Buckalew	Kadena AB JA
Amn Billie Hatton	Kirtland AFB NM
*A1C Wiley Jones	Robins AFB GA
SSgt Steven Klein	Offutt AFB NE
A1C Matthew Rehbein	Des Moines ANG IA
SSgt Robert Skoumal	McConnell AFB KS
A1C Kirkam Smith	Yokota AB JA

Class Number: 960821

A1C Michael Girouard	Westover ARB MA
A1C Eric Hart	Travis AFB CA
*TSgt James Hurley	Madison ARB WI
SSgt Penelope Linwood	March ARB CA
A1C Adam Martinez	Lackland AFB TX
A1C David McTague	Grand Forks AFB ND
A1C Hetal Patel	Lackland AFB TX
Amn Eric Petersen	McClellan AFB CA
A1C Clarence Tate	Little Rock AFB AR

** - Honor Graduate*

AFMLO Messages/Listings

<u>Category</u>	<u>Last Published</u>	<u>Date</u>	<u>AFMLO OPR</u>
QA Message	7069-0006	12 May 97	FOM-P
Last 1996 QA Message	6353-0034	18 Dec 96	FOM-P
DBPA Consolidated List	AFMLL 04-97	April 97	FOM-P
DBPA Message	R252002Z	28 Aug 96	FOM-P
Shared Procurement List	AFMLL 04-97	April 97	FOM-P
Technical Order 00-35A-39	R292000Z	29 Jan 97	FOC-T