

ENGINEERING, FACILITIES, EQUIPMENT AND PROCUREMENT

Biomedical Equipment Maintenance

Device Code 96101 Ambiant Air Analyser

Device Code 96101 has been added to the database. The following information should be added to your MEDLOG system by running an SMR transaction.

Device Code: 96101
Life Expectancy: 08
Stored Cycle: PM – 12, CAL – 12
PM Time: 1.0
In-Use Cycle: PM – 12, CAL – 12
PM Time: 1.0

AFMLO POC for Device Codes is TSgt Stephen Walker. (AFMLO/FOM-E, TSgt Stephen Walker, DSN 343-4039)

Quality Assurance

Food and Drug Administration (FDA) Recalls/Alert Notices

Attachment 2, paragraph 1, provides information on FDA medical equipment recalls and alerts. Personnel from clinical engineering, biomedical equipment maintenance, quality assurance, and safety should follow the guidance provided to ensure the effective maintenance and management of medical equipment. (AFMLO/FOM, Capt Paul Toth, DSN 343-7445)

Procurement

National Fire Protection Act (NFPA) Memberships

The National Fire Protection Association (NFPA) has done it again! They have incorrectly sent out renewal notices for NFPA membership to each Air Force medical treatment facility (MTF). Please do not renew these memberships. Disregard these notices if you receive one at your facility. **These memberships are paid centrally by the Air Force Medical Logistics Office (AFMLO) each year.** A retraction notice will be sent out shortly by NFPA indicating the bill has been paid.

AFMLO pays for one membership for each MTF Facility Management section, Biomedical Equipment Maintenance shop, and MAJCOM. AFMLO saves the Air Force Medical Service almost \$8,000 annually by centrally funding these memberships. By renewing the subscriptions on behalf of all MTFs and support organizations, AFMLO can take advantage of the discounts that are available when memberships/publications are purchased in bulk.

If your MTF has already purchased an NFPA membership, you will receive duplicate membership/subscription until your local subscription expires. Upon expiration, you will not need to renew your local membership/subscription.

As a reminder, the NFPA membership belongs to the "position" identified on the mailing label, not to the person sitting in the position. All materials that come as part of the centrally funded membership are the property of the government and must be permanently maintained in the office of the "position" indicated on the membership. If you wish to develop and maintain your own personal membership, you will need to begin or continue purchasing a membership at your own personal expense.

Mrs. Jodi Cardoza, AFMLO/FOM-C, will be serving as the Contractor Officer's Representative (COR) for the NFPA contract. A COR is the only person authorized to make adjustments to this contract. As such, she will handle all issues related to contractor performance/non-performance, address changes, etc. Mrs. Cardoza can be reached at (301) 619-4176, DSN 343-4176, or by e-mail: jodi.cardoza@ft-detrick.af.mil. (AFMLO/FOM-C, Maj Mike Warwick, DSN 343-4035)

Y2K Updates

Y2K Funding Expenditures

How are expenses related to the Y2K Program accounted for?

The Emergency and Special Program (ESP) Code "2C" is used to track all Y2K expenses if they meet the criteria stated in AFI 65-601, Volume 1 and the Y2K policy letter sent to MAJCOMs on 12 Feb 99.

This policy letter provided initial guidance on obligating, tracking, and reporting funds used to support the Y2K Program. The letter supplemented the guidance already outlined in the Medical Treatment Facility Commander's Y2K Enabling Guide which was released to the field on 21 Dec 98. As indicated in the Enabling Guide (items 11 and 34), HQ USAF/SGMC is the OPR for establishing procedures on using ESP Code 2C.

AFMLO assists HQ USAF/SGMC to establish policy and procedures regarding the budgeting and accounting for Y2K Program funds. AFMLO provides the accounting oversight for the funds and tracks Y2K expenditures.

Will ESP Code 2C reflect the full cost of an MTF's Y2K expenses?

The procedures outlined in the 12 Feb 99 policy letter were established to account for the full impact of the AFMS Y2K activities. However,

MTFs have experienced some problems entering ESP codes into MEDLOG for equipment purchases. MEDLOG currently doesn't permit staff to input ESP codes. As a result, the total amount of expenditures reported with ESP Code 2C may be less than the amount actually spent. As a result, MTFs are required to track total Y2K equipment expenditures separately.

The final amount obligated at each MTF at the end of the fiscal year will be determined by using the ESP Code with the exception of the MEDLOG limitations as noted above. Equipment expenses input into MEDLOG will need to be reported separately.

Remember, not all MTF expenditures for equipment and facility requirements are Y2K-related. Some equipment and facility assets are replaced or upgraded as part of the normal expected life cycle management process. The funding used for normal life cycle management is part of the MTF's baseline O&M funding.

Are there special requirements for tracking how special appropriation dollars were spent?

Yes. It is important that MTF Resource Management Offices (RMO's) track separately the Y2K expenses which used special Y2K appropriation funds and those Y2K expenses that used regular O&M funds (sent down through the MAJCOMS and specially earmarked for Y2K expenditures). Future reporting requirements will ask MTFs and MAJCOMs to account for how they spent the special appropriation funds that were sent to them.

Who is responsible for tracking Y2K expenditures?

The initial collection point for tracking Y2K expenditures is the RMO officer at each MTF. The MTF RMO officer will ensure close coordination between all parties involved with spending funds related to the MTF's Y2K Program. MAJCOM Y2K POCs are responsible for consolidating all Y2K expenses for their MAJCOM and reporting

them to AFMLO. AFMLO will in turn consolidate MAJCOM input to monitor overall Y2K expenditures for the Air Force Medical Service.

Since there is no automated or systematic way to account for funding obligations of each line item at the Air Staff or MAJCOM level, MTFs are required be able to account for all Y2K expenses for auditing purposes. MTFs are required to account for all expenses for each functional area such as biomedical equipment, facilities, etc. MTFs are required to account for where they spent the special Y2K appropriation funds as well as the supplemental Y2K O&M funds they were sent.

Where can additional information be obtained on accounting for Y2K expenses?

MTF staff should first seek guidance from their RMO Officer. The MAJCOM Y2K Project Officer is the next person available for answering questions. MAJCOM representatives can direct their questions to AFMLO. (AFMLO/FOM-E, Maj Mike Warwick, DSN 343-4035, e-mail: Michael.Warwick@ft-detrick.af.mil)

WILLIAM H. HILL
Deputy Chief, Air Force Medical Logistics Office