



DEPARTMENT OF THE AIR FORCE  
AIR FORCE MEDICAL LOGISTICS OFFICE  
FORT DETRICK MD

10 March 2000

MEMORANDUM FOR 2000 AF MEDICAL FACILITIES MANAGEMENT SYMPOSIUM ATTENDEES

FROM: AFMLO/FOM-F  
1423 Sultan Drive, Suite 200  
Fort Detrick, MD 21702-5006

SUBJECT: Registration for the 2000 Joint Services Medical Facilities Management Symposium

The Air Force, Army, Navy, and VA will host the Joint Services Medical Facilities Management Symposium (JSMFMS) in conjunction with the 37<sup>th</sup> Annual Conference & Exhibition of the American Society for Healthcare Engineering (ASHE), 10-14 July 2000. This year's symposium will be held at the Washington State Convention & Trade Center, Seattle, Washington.

Detailed registration procedures and symposium information are contained in Attachment 2, the Official Message. After reviewing this message, please fill out the registration form, Attachment 1, and return it to AFMLO/FOA, Attention: Gwena West.

Gwena will be responsible for making your hotel reservation. Rooms have been blocked at the Doubletree Inn at Southcenter Mall, Tukwila Washington. Because of the distance from the hotel to the convention center, transportation will be arranged to get you back and forth to the hotel. After Gwena makes your reservation, she will forward your confirmation sheet to you. If you need to make any changes or cancellations to your reservation, please contact your hotel directly after the initial reservation is complete. All blocks of rooms will be released to the public on **20 June 2000. After 20 June 2000, it may be extremely difficult for you to find a hotel room at or near the government per diem rate of \$104.00 in the Seattle area.** For this reason, you are encouraged to forward your registration information to Ms. West's attention immediately.

ASHE has revised their schedule. The ASHE annual conference and technical exhibition will be Monday through Wednesday, 10 - 12 July 2000. The Tri-Service/VA is Thursday morning, 13 July at the Washington State Convention & Trade Center. The Services and the VA are having service specific sessions on Thursday afternoon at the Washington State Convention & Trade Center. The Air Force will have a second service specific session at the host hotel on Friday morning, 14 July. The symposium will be closed out at noon on Friday.

Parking is available in the downtown Seattle area at approximately \$8.00 per day. The Inn at Southcenter is not within walking distance to the Washington State Convention & Trade Center.

ASHE will mail a detailed information/registration brochure for the ASHE conference. If you do not receive an ASHE brochure by the first part of June, please contact Ms. West.

If you have any questions, you may contact Maj Richard Hart, (301) 619-4081, DSN 343-4081, or Capt Stephan Klimek, (301) 619-2117, DSN 343-2117 or e-mail: **richard.hart@ft-detrick.af.mil** or **stephan.klimek@ft-detrick.af.mil**. For your hotel reservations you can contact Gwena West, (301) 619-4155, DSN 343-4155, or Rita Miller (301) 619-4158, DSN 343-4158 or e-mail: **gwena.west@ft-detrick.af.mil** or **rita.miller@ft-detrick.af.mil**. Registration materials may be faxed to AFMLO/FOA, Attention: Gwena West, DSN 343-4036 or commercial (301) 619-4036. We look forward to seeing you in July.

-----Original Signed-----  
RICHARD F. HART, Maj, USAF, MSC  
Chief, Facilities Management

Attachments:

1. Registration Form
2. Copy of Official Message
3. Seattle Travel Brochure

<b>2000 JOINT SERVICES MEDICAL FACILITIES MANAGEMENT/ASHE SYMPOSIUM REGISTRATION</b> <i>Please type or write legibly</i>		
First Name:	Last Name:	Rank/Grade:
Social Security:		
Organization:		
Office Symbol:	Base Name:	
Mailing Address:		
City or Air Force Base:	State:	Zip Code:
Commercial Phone:	Commercial Fax:	
DSN Phone:	DSN Fax:	
E-Mail Address:		
Official Duty Title:		
Name Tag Name: (Example: for Jonathan Smith, "John")		
Arrival Date:	Departure Date:	
<b>Hotel: Doubletree Inn at Southcenter Mall 205 Strander Boulevard Seattle WA 98188 (206) 246-8220</b>		
Smoking	Nonsmoking	No Preference
Please circle		
Credit Card Name:		
Credit Card Number:		
Expiration Date:		
Please indicate any special accommodations		

**Please return this completed form to: AFMLO/Gwena West**  
 Fax: (301) 619-4036 or DSN 343-4036

**1. GENERAL.** THE 2000 JOINT SERVICES MEDICAL FACILITIES MANAGEMENT SYMPOSIUM (20TH ANNUAL WORLDWIDE AIR FORCE MEDICAL FACILITIES MANAGEMENT SYMPOSIUM -- COURSE J5OZR41A3-001) WILL BE HELD 10-14 JULY 2000 IN SEATTLE, WASHINGTON. THE SYMPOSIUM WILL BE HELD IN CONJUNCTION WITH THE AMERICAN SOCIETY FOR HEALTHCARE ENGINEERING (ASHE) 37TH ANNUAL CONFERENCE AND TECHNICAL EXHIBITION.

**2. SYMPOSIUM REGISTRATION INFORMATION.** THERE ARE THREE STEPS TO THE SYMPOSIUM REGISTRATION PROCESS. REGARDLESS OF FUNDING SOURCE, ALL AIR FORCE ATTENDEES SHOULD FOLLOW THE FOLLOWING STEPS. IF YOU ARE NOT CENTRALLY FUNDED FOR THE REGISTRATION FEE BY AFMLO, YOU WILL NEED TO COMPLETE ONE ADDITIONAL STEP. SEE NOTE AFTER PARAGRAPH C.

**A. REGISTER WITH AFMLO.** ALL ATTENDEES MUST REGISTER FOR THE SYMPOSIUM THROUGH THE AIR FORCE MEDICAL LOGISTICS OFFICE (AFMLO). PLEASE COMPLETE A REGISTRATION FORM AND RETURN IT TO GWENA WEST AT THE PHONE NUMBER LISTED ON THE FORM. THE REGISTRATION FORM IS INCLUDED IN THE SYMPOSIUM INFORMATION MATERIALS MAILED TO EACH MTF, MAJCOM AND FACILITIES MANAGEMENT SUPPORT ORGANIZATION 20 MARCH 2000. THE REGISTRATION FORM AND INFORMATION WILL ALSO BE PUBLISHED IN THE MARCH EDITION OF THE AIR FORCE MEDICAL LOGISTICS LETTER (AFMLL).

**B. REGISTER WITH AFTMS.** ALL SYMPOSIUM ATTENDEES MUST OBTAIN A TRAINING QUOTA (EITHER FUNDED OR UNFUNDED) TO ATTEND THIS AETC-SPONSORED SYMPOSIUM. AETC HAS NOT YET DETERMINED THE NUMBER OF FUNDED TRAINING QUOTAS FOR THIS YEAR'S SYMPOSIUM. YOUR MAJCOM FACILITIES MANAGEMENT REPRESENTATIVE WILL CONTACT YOU IF YOU HAVE BEEN SELECTED TO RECEIVE A FUNDED QUOTA. (CONTACT YOUR MAJCOM REPRESENTATIVE IF YOU NEED ADDITIONAL INFORMATION ABOUT FUNDED TRAINING QUOTAS.) THOSE NOT RECEIVING FUNDED QUOTAS WILL REQUIRE AN UNFUNDED QUOTA. TO OBTAIN AN UNFUNDED QUOTA, ASK YOUR UNIT TRAINING MANAGER TO REGISTER YOU FOR COURSE NUMBER **J5OZR41A3-001, CLASS ID 00001**, IN THE AIR FORCE TRAINING MANAGEMENT COMPUTER SYSTEM (AFTMS). TO RECEIVE OFFICIAL CREDIT FOR ATTENDANCE, AND TO ENSURE PROOF OF ATTENDANCE IS DOCUMENTED IN YOUR PERSONNEL RECORD, YOU MUST BE REGISTERED IN AFTMS REGARDLESS OF WHETHER YOUR QUOTA IS FUNDED OR UNFUNDED.

**C. REGISTRATION FOR ASHE EDUCATIONAL SESSIONS.** ASHE WILL MAIL A DETAILED INFORMATION/REGISTRATION BROCHURE FOR THE ASHE CONFERENCE. UPON RECEIPT OF THIS BROCHURE, PLEASE REVIEW THE EDUCATIONAL SESSION DESCRIPTIONS AND COMPLETE THE EDUCATIONAL SESSION "SIGN-UP" FORM CONTAINED IN THE BROCHURE. RETURN THE COMPLETED FORM TO THE ATTENTION OF GWENA WEST AT FAX NUMBER DSN 343-4036, COMMERCIAL (301) 619-4036. IF YOU DO NOT RECEIVE A BROCHURE DIRECTLY FROM ASHE BY THE BEGINNING OF MAY, PLEASE CONTACT MS. WEST AT DSN 343-4155, COMMERCIAL (301) 619-4155.

**NOTE:** FOR THOSE ATTENDEES, WHO ARE NOT CENTRALLY FUNDED BY AFMLO, YOU WILL NEED TO COMPLETE THE ENTIRE CONFERENCE REGISTRATION FEES SECTION OF THE ASHE BROCHURE AND FORWARD THE ASHE REGISTRATION INFORMATION TO ASHE AND SUPPLY A COPY TO AFMLO.

### **3. ASHE CONFERENCE REGISTRATION.**

**A.** THE ASHE CONFERENCE REGISTRATION FEE FOR ALL DEPARTMENT OF DEFENSE ATTENDEES IS \$475.00 PER PERSON. AFMLO WILL CENTRALLY PAY THE \$475.00 PER PERSON REGISTRATION FEE FOR THE MAJORITY OF AIR FORCE PARTICIPANTS. AT THIS TIME, AFMLO HAS FUNDING AVAILABLE TO PAY REGISTRATION FEES FOR UP TO 115 ATTENDEES. PRIORITY WILL BE GIVEN TO FUNDING ONE ATTENDEE FROM EACH MTF, MAJOR COMMAND AND HEADQUARTERS AGENCY BEFORE ADDITIONAL PERSONNEL WILL BE FUNDED.

B. ADDITIONAL ATTENDEES FROM A SINGLE MTF, MAJCOM, OR HQ AGENCY SHOULD REGISTER FOR THE SYMPOSIUM THROUGH AFMLO, BUT PLAN ON USING LOCAL FUNDING TO COVER THE \$475.00 REGISTRATION FEE. (TO DO THIS, ENSURE TRAVEL ORDERS INCLUDE A REQUIREMENT FOR THE REGISTRATION FEE. THEN, PLAN TO USE A PERSONAL CHECK/CASH/OR YOUR INDIVIDUAL CREDIT CARD TO PAY THE ASHE REGISTRATION FEE ON-SITE AT THE CONFERENCE. ASHE WILL NOT ACCEPT A PERSONAL GOVERNMENT CREDIT CARD. UPON RETURN, FILE FOR REIMBURSEMENT OF THE REGISTRATION FEE ON YOUR TRAVEL VOUCHER, DD FORM 1351-2. )

C. AFMLO WILL MAINTAIN A LIST OF ATTENDEES AWAITING CENTRAL FUNDING OF THE REGISTRATION FEE. THOSE ATTENDEES ON THE WAITING LIST WILL BE NOTIFIED BY AFMLO ON A FIRST-COME, FIRST-SERVED BASIS IF ADDITIONAL CENTRAL FUNDING BECOMES AVAILABLE TO PAY FOR THEIR REGISTRATION FEE. (NOTE: THOSE WHOSE REGISTRATION FEE WILL BE CENTRALLY PAID BY AFMLO DO NOT NEED TO HAVE A REQUIREMENT FOR A REGISTRATION FEE ON THEIR TDY ORDERS.)

**4. REPORTING INSTRUCTIONS.** THE ASHE CONFERENCE AND TECHNICAL EXHIBITION WILL BEGIN AT 0730 ON THURSDAY, 13 JUL 00, AT THE WASHINGTON STATE CONVENTION & TRADE CENTER. THE JOINT SERVICES SYMPOSIUM IS SCHEDULED TO BEGIN PROMPTLY AT 0730 ON THURSDAY, 13 JUL 00. NO DEPARTURE FLIGHTS OUT OF SEATTLE SHOULD BE MADE BEFORE 1400 ON FRIDAY. **EARLY DEPARTURE IS NOT AUTHORIZED.** SYMPOSIUM CHECK-IN FOR AIR FORCE PERSONNEL WILL BE HELD AT THE DOUBLETREE INN AT SOUTHCENTER MALL, TUKWILA, WASHINGTON. 1200-2000, SUNDAY, 09 JUL 00. LATE CHECK-IN WILL BE HELD AT THE WASHINGTON STATE CONVENTION & TRADE CENTER FROM 0645-0730 ON MONDAY, 10 JULY. PLEASE BRING TWO COPIES OF YOUR OFFICIAL TDY ORDERS TO THE AIR FORCE REGISTRATION.

**5. HOTEL ACCOMMODATIONS.** HOTEL ROOMS HAVE BEEN BLOCKED AT THE DOUBLETREE INN AT SOUTHCENTER MALL, TUKWILA. THE RATE FOR THE HOTEL IS \$104.00. ALL DOD AIR FORCE, ASHE SESSIONS EXCEPT AS NOTED ON THE AGENDA WILL BE HELD AT THE WASHINGTON STATE CONVENTION & TRADE CENTER. BECAUSE OF THE NON-AVAILABILITY OF ROOMS AT THE GOVERNMENT RATE IN DOWNTOWN SEATTLE BUS TRANSPORTATION WILL BE PROVIDED TO AND FROM THE WASHINGTON STATE CONVENTION & TRADE CENTER. THIS YEAR MAKE YOUR ROOM RESERVATION DIRECTLY WITH GWENA WEST BY FAXING THE REGISTRATION FORM TO DSN 343-4036, COMMERCIAL (301) 619-4036. ALL BLOCKS OF ROOMS WILL BE RELEASED TO THE PUBLIC ON 20 JUNE 2000. AFTER 20 JUNE 2000, IT MAY BE EXTREMELY DIFFICULT FOR YOU TO FIND A HOTEL ROOM IN THE SEATTLE AREA. FOR THIS REASON YOU ARE ENCOURAGED TO MAKE YOUR ROOM RESERVATION IMMEDIATELY. IF YOU NEED TO CANCEL YOUR RESERVATION, CONTACT THE HOTEL DIRECTLY AT LEAST 72 HOURS PRIOR TO YOUR SCHEDULED ARRIVAL TIME. IF YOU CANCEL YOUR RESERVATION LESS THAN 72 HOURS PRIOR TO YOUR SCHEDULED ARRIVAL, THE HOTEL WILL CHARGE YOU FOR ONE OR MORE NIGHTS. AFTER MAKING YOUR HOTEL RESERVATION, MS. WEST WILL FORWARD THE HOTEL CONFIRMATION NUMBER TO YOU.

**6. TDY EXPENSES.** THE MAJORITY OF SYMPOSIUM ATTENDEES WILL RECEIVE UNFUNDED TRAINING QUOTAS, MEANING ALL TDY EXPENSES MUST BE PAID WITH LOCAL FUNDS. TDY EXPENSES WILL INCLUDE AIRFARE TO AND FROM THE SEATTLE AREA (OR MILEAGE), 6 OR 7 NIGHTS LODGING AT APPROXIMATELY \$104.00 PER NIGHT, 6 OR 7 DAYS PER DIEM AT \$46.00 PER DAY, TRANSPORTATION TO AND FROM THE AIRPORT BY CAB OR SHUTTLE BUS FOR A ONE-WAY TRIP (APPROXIMATELY \$10.00) OR ROUND TRIP (APPROXIMATELY \$20.00), AND ANY PARKING IN THE DOWNTOWN AREA AT APPROXIMATELY \$8.00 PER DAY. THE SYMPOSIUM REGISTRATION FEE, WHICH WILL BE PAID CENTRALLY BY AFMLO FOR THE MAJORITY OF ATTENDEES, IS THE ONLY EXPENSE THAT WILL NOT HAVE TO BE FUNDED LOCALLY. (SEE PARAGRAPH 3 FOR ADDITIONAL INFORMATION.)

**7. SYMPOSIUM/CONFERENCE OVERVIEW.** THE ANNUAL ASHE CONFERENCE AND TECHNICAL EXHIBITION WILL TAKE PLACE MONDAY THROUGH WEDNESDAY, 10-12 JULY 2000. ON

THURSDAY MORNING, THE AIR FORCE, ARMY, NAVY, AND VETERANS AFFAIRS WILL MEET AS A GROUP FOR AN OPENING SESSION AND UPDATE ON ISSUES AFFECTING DOD FACILITIES MANAGEMENT. ON MONDAY AFTERNOON, THE SERVICES WILL CONDUCT SEPARATE WORKSHOPS. THE THURSDAY SESSIONS WILL BE HELD AT THE WASHINGTON STATE CONVENTION & TRADE CENTER. ON FRIDAY MORNING, THE AIR FORCE WILL HOLD A SESSION AT THE DOUBLETREE INN AT SOUTHCENTER MALL. THE AIR FORCE FRIDAY SESSION WILL CONCLUDE AT 1200.

**NOTE:** FOR THOSE ATTENDEES WHO WISH TO ATTEND THE ASHE ANNUAL BANQUET TUESDAY NIGHT. DUE TO FUNDING CONSTRAINTS, TRANSPORTATION WILL NOT BE PROVIDED TO AND FROM THE BANQUET. YOU WILL HAVE TO MAKE YOUR OWN TRANSPORTATION ARRANGEMENTS IN ORDER TO ATTEND THE BANQUET AT THE WASHINGTON STATE CONVENTION & TRADE CENTER.

**8. UNIFORM/DRESS.** THROUGHOUT THE WEEK, ANY COMBINATION OF THE BLUE UNIFORM IS ACCEPTABLE FOR MILITARY ATTENDEES. HOWEVER, MILITARY SHOULD BRING TIE/TAB. (MILITARY ARE NOT REQUIRED TO BRING SERVICE DRESS.) THROUGHOUT THE WEEK, CIVILIANS SHOULD WEAR APPROPRIATE BUSINESS ATTIRE (DRESS SHIRT/SLACKS). FOR THE ASHE BANQUET ON TUESDAY NIGHT, CIVILIAN ATTIRE IS APPROPRIATE FOR BOTH MILITARY AND CIVILIANS: COAT/TIE FOR MEN, EQUIVALENT ATTIRE FOR WOMEN.

**9. QUESTIONS?** IF YOU HAVE ANY QUESTIONS CONCERNING THE SYMPOSIUM, PLEASE CONTACT MAJ DICK HART AT DSN 343-4081, CAPT STEPHAN KLIMEK, DSN 343-2117, OR MS. GWENA WEST, DSN 343-4155. (COMMERCIAL (301) 619-XXXX.) FOR THOSE NEEDING TO FAX REGISTRATION FORMS, AFMLO'S FAX NUMBER IS DSN 343-4036 (COMMERCIAL (301) 619-4036). MS. WEST IS THE CONTACT FOR REGISTRATION AND MAKING HOTEL RESERVATIONS.