



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE MEDICAL SUPPORT AGENCY

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMSA/SGSL  
2504 Gillingham Drive, Suite 25  
Brooks AFB TX 78235-5138

SUBJECT: Medical Contract Administration Workshop - ACTION MEMORANDUM

Increased emphasis on privatization and outsourcing has created a corresponding increase in the need for more base-level knowledge regarding contract services and contract administration. In response to this need, HQ AFMSA/SGSLC offers a contracting workshop tailored to base-level medical contract managers.

This year's Medical Contract Administration Workshop is a 2-day course. It will be at Lackland AFB, TX, on Jul 28 and 29, 1998. We will cover a wide range of topics relating to medical contracting, to include contract types and format, interpreting the clauses of interest to the medical logistician, performance work statements and quality assurance plans, quality assurance evaluator (QAE) functions, and other pertinent subjects.

The workshop is open to anyone interested in learning more about the operational aspects of contract management. Those interested in attending the workshop may reply directly to Thomas Cook, HQ AFMSA/SGSLC, 8901 18th Street, Brooks AFB TX 78235-5217 not later than 01 Jul 1998. Space for the workshop is filled on a first-come first-served basis. Voice phone is DSN 240-8044, (210) 536-8044, FAX 240-2984, email [tom.cook@usafsg.brooks.af.mil](mailto:tom.cook@usafsg.brooks.af.mil).

/signed/  
TIMOTHY M. MORGAN, Col, USAF, MSC  
Chief, Medical Logistics Division  
Directorate of Health Care Support  
Office of the Surgeon General

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Agenda

**Agenda**  
**Medical Contract Administration Workshop**

**28-29 July 1998**  
**Lackland AFB TX**

***Day 1***

Intro / administrative		0730 – 0745	N/A
I. Proper Care of Your Contracting Office	½	0745 – 0815	30
II. Regulations	1	0815 – 0905	50
III. Requirements Definition/Acquisition Process	1	0920 – 1010	50
IV. Anti Deficiency Act/Funding	1-1/2	1010 – 1125	75
<b><i>Lunch</i></b>		1125 – 1240	N/A
V. Source Selection Methods	1	1240 – 1330	50
VI. Character of Services	1	1340 – 1430	50
VII. Contract Types-	1-1/2	1445 – 1600	75
VIII. Managed Care Support Contract Claim	½	0730 – 0800	30

***Day 2***

IX. Uniform contract format	1	0800 – 0850	50
X. PWS and QASP	1-1/2	0900 – 1015	75
XI. COTR/QAE Functions	1	1030 – 1120	50
<b><i>Lunch</i></b>		1120 – 1235	N/A
XII. Modifications/Delivery Orders	1	1235 – 1325	50
XIII. Remedies	1	1335 – 1425	50
XIV. A-76/Direct Conversion	½	1435 – 1505	30

***Total*** 11.92 hrs