



THE AFMLL

The Air Force Medical Logistics Letter

Delivering Customer Focused Global Integrated Logistics



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MEDICAL MATERIEL

Why Process International Merchant Purchase Authorization Card (IMPAC) Buys Through The Medical Logistics (MEDLOG) System

A few bases have raised concerns about why we process IMPAC purchases through the Medical Logistics (MEDLOG) system. While it is true that eliminating this requirement would result in fewer MEDLOG transactions and promote more liberal use and application of the card, there are valid arguments for maintaining line item accountability in MEDLOG.

Under the Forward Logistics (FL) concept, the medical materiel technician assumes the duties and responsibilities of an account custodian for supply actions. This enables the medical technician to perform the tasks they are trained and employed to do, rather than dedicating time to "logistics" tasks. Giving a credit card to an account custodian and requiring them to initiate procurement actions for supplies would totally negate the FL concept.

The requirements of the professional staff should be filled within required timeframes using one of the procurement tools available in medical supply. Prime Vendor (PV) and Decentralized Blanket Purchase Agreements (DBPAs) are preferred to the credit card because procurement is generally faster and cheaper than can be accomplished under the IMPAC program. Medical Logistics personnel should be the experts at the tools available to procure supplies at the lowest possible delivered cost.

IMPAC cards must be "funded" in one of two ways; either a direct Operation and Maintenance (O&M) fund cite that would require tracking on an AF Form 616 for each cost center using a card, or by use of the Medical Dental Division (MDD) of the DBOF (6B) fund cite and recording in MEDLOG. Either way, the funds associated with the buy actions would be tracked. A significant portion of the quarterly authority of O&M funds would be tied up to cover the AF 616's, which limits the ability of the commander to direct his resources as needed. If (and when) the O&M obligation authority is not received or exceeded, the card would be rendered useless. Further, the manual tracking of expenses for several fund cites increases workload on the medical resource management office and base accounting and finance. Use of the MDD-DBOF fund cite would still require processing through MEDLOG, which automatically handles and tracks reimbursement of the DBOF with O&M funds.

The IMPAC program is based entirely on contracting law. This is an area that medical logistics personnel have been trained in. Medical logistics personnel are also familiar with local contract requirements that could be violated by improperly procuring products from a competitive source. Violations of either law or contracts can result in financial loss or lost procurement time due to legal disputes.

Using the MDD-DBOF and MEDLOG allows us other advantages. Under the normal process and using the tools available, once the requirement has been identified, we can:

- 1) insure the lowest-delivered cost to meet the required delivery time
- 2) meet and track the requirements for Occupational Safety and health Administration (OSHA), Environmental Protection Agency (EPA), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and National Fire Protection Association (NFPA) standards
- 3) provide compliance requirements on hazardous materials

- 4) maintain an automated tracking system of all products due into the facility

- 5) provide one centralized receiving location at the medical treatment facility (MTF)

- 6) track quality assurance information for product recalls

- 7) track product/supply utilization to standardize supplies used within the facility, which helps to eliminate emergency purchases.

MEDLOG system changes have been prioritized and will be implemented to make the processing of IMPAC buys simpler and quicker for our finance counterparts. The change will allow the IMPAC buys to be paid in a manner similar to PV receipts. We will continue to refine and improve the MEDLOG system and the IMPAC program. (HQ AFMSA/SGSL, CMSgt Dave Rea, DSN 240-3946)

Logistics' Funniest Videos

The 384th Training Squadron is requesting assistance from the career field to help improve the logistics portion of training received during the Health Services Administration (HSA) course. We are looking for funny videos of things that have happened at your FM account. If you have any videos for submission, give us a call. (384th Training Squadron, Capt Yaeger, DSN 736-6971)

Medical Materiel Craftsman Course 7-Level Upgrade

J3ACR4A171.001

Three classes of the Medical Materiel Craftsman Course, Seven-level upgrade have successfully graduated. Each class has given feedback on changes they would like to see.

One recommended change was to send a letter to each student prior to the course addressing the duty uniform, class location, and day one reporting instructions. Since we get very short notice of who will be attending the next class, there is not enough time to send letters. So we decided the best way to disseminate this information is through the AFMLL.

The duty uniform is either blues or BDUs.

The class is held in building 1900, corridor J, room 1083.

First day reporting is in the classroom; DO NOT report to building 596.

When you sign in at billeting in building 1600, check the computer stationed there for most current class start times. The telephone number for billeting is DSN 736-1844.

Supervisors are asked to retain this information for review. As always, if you have questions, give us a call. (384th Training Squadron, MSgt Hardie, DSN 736-6909)

The Graduate Assessment Surveys

AFMLL 24/25-95 contained questions from the Graduate Assessment Survey with possible ratings. One of the items mentioned in the article was the importance of submitting comments. We are happy to report an increase in response to the surveys. We would like to take this opportunity to thank the following supervisors for their comments:

***TSgt Mason Weatherly
MSgt Randal Rodgers
SSgt Douglas Brown
SSgt Felix Lawson
SrA Rhan Williams***

If you receive a graduate from the 3-level school and haven't completed a Graduate Assessment Survey, you may still submit your comments and suggestions. Let us know how well the graduate meets military standards, the job requirements, etc.

Comments will be used to aid development of the best training program possible. Instructors for the course are 4A1 volunteers. You can contact us by telephone, e-mail, or fax. (384th Training Squadron, MSgt Hardie, DSN 736-6909)

The AFMLL is a specialized newsletter published by the Air Force Medical Logistics Office. The AFMLL is published every two weeks to provide timely 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, ATTN: FOA, Building 1423, Fort Detrick, Frederick, Maryland 21702-5006. Articles may be data faxed to (301) 619-2557 or DSN 343-2557.

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.

Current Status of Decentralized Blanket Purchase Agreements (DBPAs)

Pages 1 and 2 of **Attachment 4** is a list of pen and ink changes to the consolidated list provided in Attachment 4 of AFMLL 08-96.

New and Renewed Agreements

DD Form 1155 is provided as page 3, **Attachment 4**. To use the DBPA, copy pages 2-22 of the basic agreement from AFMLL 23-94 and combine with the DD Form 1155. Newly negotiated agreement is:

<u>SPO200-96-A</u>	<u>Vendor Name</u>	<u>RIC</u>
8554	Chapin Medical Co.	LKP

Agreement Modifications

A copy of the modifications listed below are provided on pages 4 and 5 of **Attachment 4**.

<u>(SPO200-96-A)</u>	<u>DLA-120-96-A</u>	<u>Vendor Name</u>	<u>Mod for</u>
	8517	Aero Products Corp.	Mailing address
	9098	Davis & Geck	Name and "remit to" address

Did You Know?

Purchases over \$2,500 are subject to competition requirements. To promote competition to the maximum extent practicable, you must solicit quotes from a reasonable number of sources (preferably three, but two is okay if documented as the only sources available). Furthermore, all supplies or services that have an anticipated dollar value over \$2,500, but less than \$50,000 (\$100,000 if FACNET certified), are reserved for small businesses, unless there is no reasonable expectation of obtaining quotes from two or more responsible small businesses. This

requirement applies only to purchases made on the open market.

Purchases made against Federal Supply Schedules (FSS) are exempt from small business set-asides. Optional FSS must be used if they can meet your requirement before purchasing on the open market. Before placing a call against an FSS for over \$2,500, consider what is most advantageous to the government.

Since DBPAs are normally based on established price lists, competition may consist of comparing and recording prices for like items on different DBPAs. If price lists are not available, quotes should be solicited. You may limit solicitations to one source if you determine that only one source is available. Justification for noncompetitive acquisitions over \$2,500 must be included in the DBPA file. You should record quotes received orally on AF Form 3062.

For additional information on competition requirements, review FAR Part 13.106-1, "Soliciting competition, evaluation of quotes and award" or contact your local base contracting office.

You Asked

Q. What is the correct "ship to" address we should be using on our purchase documents? Since we have been receiving service from our Regional Accounting Office (RAO) at an Operating Location (OPLOC), they are having problems matching the numerous DBPA vendor invoices with purchase orders.

A. The correct "ship to" address should read:

FMxxxx/Somewhere AFB
007 Medical Squad/SGSL
204 W. Hill Blvd.
Somewhere AFB, SC 29xxx-4704

It is important to use the correct “ship to” address on purchase documents. Since RAO’s are now servicing more than one MTF, every invoice received is not for a local account like it used to be. We can help them (and ourselves) by putting the DODDAC on the first line of the “ship to” address and remembering to tell vendors to put the DODDAC on their invoice. It would be a good idea for everyone to follow this format, since eventually all MTFs will be serviced by an OPLOC.

Q. Do we need to do a sole source justification for purchases under \$2,500?

A. No. Sole source justification for purchases up to \$2,500 is not required. However, all purchases above \$2,500 and less than \$50,000 (\$100,000 if FACNET certified) will require an informal justification and purchases above the \$50,000 (\$100,000) threshold will require a formal justification as to why only one source or brand can meet your requirement.

SP0 Agreement Conversions

The following agreements have been converted to SP0200-96-A.

8501	8502	8503	8504	8505
8506	8507	8508	8509	8510
8511	8512	8513	8514	8515
8516	8517	8518	8519	8520
8521	8522	8523	8524	8525
8526	8527	8528	8529	8530
8531	8532	8533	8534	8535
8536	8537	8538	8539	8540
8541	8542	8543	8544	8545
8546	8547	8548	8549	8550
8551	8552	8553	8554	9002
9005	9006	9009	9013	9014
9017	9018	9019	9020	9021
9022	9026	9027	9028	9029
9030	9032	9035	9038	9042
9048	9049	9050	9051	9052
9056	9057	9059	9061	9068
9072	9073	9074	9077	9081
9084	9085	9086	9088	9093
9094	9095	9099	9105	9107
9108	9110	9111	9112	9114

9116	9117	9122	9125	9128
9129	9130	9131	9132	9133
9134	9135	9136	9138	9139
9141	9143	9144	9147	9149
9150	9152	9153	9154	9155
9158	9160	9162	9166	9170
9172	9177	9182	9184	9189
9194	9196	9204	9207	9209
9210	9211	9213	9214	9215
9217	9219	9220	9221	9222
9225	9226	9227	9228	9231
9232	9233	9235	9236	9237
9238	9239	9242	9243	9244
9245	9246	9247	9250	9251
9252	9253	9255	9256	9259
9261	9265	9266	9267	9269
9270	9274	9275	9276	9278
9281	9283	9284	9285	9287
9288	9289	9290	9293	9294
9296	9298	9299	9300	9301
9303	9304	9305	9308	9309
9310	9311	9314	9316	9317
9319	9322	9323	9325	9329
9334	9338	9350	9354	9356
9360	9363	9367	9369	9370
9377	9378	9380	9383	9385
9390	9391	9403	9405	9409
9411	9414	9416	9420	9423
9425	9433	9434	9435	9436
9438	9441	9458	9459	9462
9463	9464	9465	9466	9467
9468	9469	9471	9472	9473
9474	9475	9476	9477	9478
9479	9480	9481	9482	9483
9484	9486	9487	9488	9489
9490	9491	9492	9493	9494
9495	9496	9497	9498	9499
9500				

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

Information

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)

45th Medical Group Patrick AFB FL

SSgt Timothy A. Cornish was selected as the 45th Medical Support Squadron Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **Mr. Ralph L. Tunstill** was selected as the 45th Medical Support Squadron and 45th Medical Group Volunteer of the Quarter for the period Jan - Mar 96.

70th Logistics Squadron Brooks AFB TX

Sandra S. Paulk was promoted to **Staff Sergeant**. **Randall J. Pinard** was promoted to **Master Sergeant**. **SSgt Sylvia Oatts** was awarded the Air Force Achievement Medal for duty performance at Brooks AFB TX. **SSgt John G. Starnes** was selected as the 70th Logistics Squadron Noncommissioned Officer of the Quarter for the period Jan - Mar 96, and the Logistics Squadron Noncommissioned Officer of the Year for 1995. **MSgt Randall A. Kirkpatrick** was selected as the 70th Logistics Squadron Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 96.

86th Medical Group OL-A Landstuhl Regional Medical Center

Robert Laska was promoted to **Staff Sergeant**.

61st Medical Squadron Los Angeles AFB CA

First Lieutenant Sally A. Kelly-Rank was selected as the 61st Medical Squadron Company Grade Officer of the Quarter for the period Jan - Mar 96.

65th Medical Group Lajes Field PO

Mr. Francisco L.G. Toste was selected as the 65th Air Base Wing Safety Officer of the Quarter for the period Jan - Mar 96.

717th Contingency Hospital Frankfurt GE

Darryl Crowe was promoted to **Master Sergeant**. **SrA Dawnell Strathman** was selected as the Contingency Hospital Airman of the Quarter for the period Jan - Mar 96. **SSgt Cheryl Jennings** was selected as the Contingency Hospital Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **MSgt Gary Schaum** was selected as the Contingency Hospital Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 96.

18th Medical Support Squadron Kadena AB JA

Roger Y. Shia was promoted to **Technical Sergeant**. **TSgt Shelia A. Brown** was selected as the 18th Medical Support Squadron Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **SrA Jennifer S. Tennant** was selected as the 18th Medical Support Squadron Airman of the Quarter for the period Jan - Mar 96.

**3rd Medical Group
Elmendorf AFB AK**

Michael F. Ellis was promoted to **Staff Sergeant**. **Howard P. French**, **Staci M. Juntunen**, and **Angela M. Saul** were promoted to **Senior Airman**. **Patrice L. Dutrieux** was promoted to **Airman First Class**.

**Wilford Hall Medical Center
Lackland AFB TX**

MSgt Traci S. Haase was selected as the Medical Logistics HSL Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **TSgt Robert G. Draper** was selected as the Medical Logistics Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **Amn Jennifer L. Harris** was selected as the Medical Logistics Airman of the Quarter for the period Jan - Mar 96. **Elroy Cooper** was selected as the Medical Logistics Civilian of the Quarter for the period Jan - Mar 96. **MSgt Kendel W. Cofell** was selected as the Facilities Management Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 96. **Anthony Anderson** was selected as the Medical Materiel Civilian of the Quarter for the period Jan - Mar 96.

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

Joshua L. Downing and **Andrea L. Carroll** were promoted to **Airman**. **Joshua C. Arentz** was promoted to **Airman First Class**. **TSgt Darrell E. Seward** was presented the Meritorious Service Medal upon his retirement for twenty years of faithful service to the United States Air Force. **TSgt Kevin Laverty** graduated from the Noncommissioned Officer Academy at Robins AFB GA. **MSgt Cladis D. Houston** completed all requirements and was awarded his degree in Medical Logistics Management from the Community College of the Air Force.

**1st Medical Support Squadron
Langley AFB VA**

Katherine M. Zabawa was promoted to **Airman**. **MSgt Tracy E. Heicksen** was selected as the 1st Medical Support Squadron and 1st Medical Group Senior Noncommissioned Officer of the Quarter for the period Jan - Mar 96.

**96th Medical Support Squadron
Eglin AFB FL**

Enrique "Ike" Tutaan was promoted to **Technical Sergeant**. **Ssgt Jeffery Sparks** was awarded the Air Force Commendation Medal for outstanding service while assigned to March AFB CA. **SSgt Lori Jansen** was awarded the Air Force Achievement Medal (1st OLC) for outstanding achievement in support of Arnold AFS, TN, while assigned to Eglin AFB FL. **SrA Bryan Calkin** was awarded the Air Force Commendation Medal for outstanding service while assigned to Eglin AFB FL. **SrA Bobby Phillips** was presented the 96 Air Base Wing Team Eglin Award for his support for the County Meningitis Vaccination program.

**81st Medical Support Squadron
Keesler AFB MS**

SrA Brian Morgan successfully completed all Certified Biomedical Equipment Technician requirements.

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

Jarrold Spedding was promoted to **Senior Airman**. **Capt Eric Huweart** was awarded the Air Force Commendation Medal for meritorious service while assigned to the 89th Medical Group, Andrews AFB MD. **SSgt Ray Crago** was presented the Air Force Commendation Medal for outstanding duty performance while deployed to the U.S. Hospital, Zagreb, Croatia, as part of Operation PROVIDE PROMISE, during the

period 10 Feb 95 to 4 Aug 95. **SSgt Ann Siewert** was selected as the 60th Medical Group NCO of the Quarter for the period Jan - Mar 96. Facilities Management and Biomedical Engineering received top level (all number one ratings) in the Management of Environment of Care during the Feb 96 JCAHO survey. Best wishes to **MSgt John Narby**, **MSgt Ronnie Cozart** and **SSgt Chris Carr** upon their retirement from the United States Air Force. Congratulations and best of luck also to **Mr. John Clark** upon his retirement from the government with thirty years of federal service, twenty years at Travis AFB CA.

**384th Training Squadron
Sheppard AFB TX**

The following personnel completed the Medical Materiel Craftsman Course, J3ACR4A171.001.

Class: 960401
Graduation Date: 960412
Instructors: TSgt Hickerson
 TSgt Runyon

SSgt Acierto I. Cabigas Andrews AFB MD
SSgt Bryant S. Gipson Bolling AFB
 Washington D.C.
SSgt Dionne M. Johnson Travis AFB CA
SSgt William R. Lester II Maxwell AFB AL

The following personnel completed the Medical Materiel Apprentice Course, J3ABR4A131.000.

Class: 960322
Graduation Date: 960426
Instructors: SSgt Greg Pierce

AB Marsha Alvarado Lackland AFB TX
AB Bethany Bright Davis-Monthan AFB AZ
AB Scott Bunker Offutt AFB NE
A1C Casey Cronkright Grand Forks AFB ND
A1C Tanya Dear Keesler AFB MS
AB Salena Garland Illinois ANG
AB Michael Keough Barksdale AFB LA
AB Janis Krauter Pending orders

AB Shawntay Larkin Scott AFB IL
AB Gregory Lascher Langley AFB VA
AB Melissa Leavell Fairchild AFB WA
***SSgt Jeffrey Nelson** Luke AFB AZ
SSgt Mark Warren South Carolina ANG
AB Monica Weeks Fort Dix AIN NJ
AB Sue Whiting Tinker AFB OK
AB Sheryl Wilson Bolling AFB DC

** - Denotes Honor Graduate*

AFMLO Messages/Listings

<u>Category</u>	<u>Last Published</u>	<u>Date</u>	<u>AFMLO OPR</u>
QA Message	6108-0010	26 Apr 96	FOCO
Last 1995 QA Message	5326-0041	22 Nov 95	FOCO
DBPA Consolidated List	AFMLL 14-95	7 Jul 95	FOCO
DBPA Message	R252002Z	25 Jul 95	FOCO
Shared Procurement List	AFMLL 17-95	18 Aug 95	FOM
Back-Order Items Message	R122000Z	12 Mar 96	FOCO
MEDLOG Info Message	MIM 95-05-AJ	28 Nov 95	FOCF