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Health Services

**AIR FORCE MEDICAL LOGISTICS
LIST SERVER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 41-2, *Medical Support*. It provides guidance for establishing the Air Force Medical Logistics (AFML) List Server and outlines administrative policy and procedures regarding its use. It applies to all Air Force medical activities, including the Air National Guard (ANG) and Air Force Reserve activities. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ USAF/SGML, 110 Luke Avenue, Room 400, Bolling AFB, DC 20032-7050. Maintain and dispose of all records created by this AFI in accordance with AFMAN 37-139, *Records Disposition Schedule*. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This change incorporates restructuring of the *Air Force Medical Logistics Letter* (AFMLL) and HQ USAF/SGML Policy Letter 2001-01, *Use of Air Force Medical Logistics List Server*. It identifies responsibilities for electronic publication and distribution of medical logistics information and instructions. Mandatory subscription requirements are prescribed in paragraph **5**.

Section A—Program Description

1. Purpose. The AFML List Server provides timely information to Air Force medical logistics activities worldwide via electronic mail. AFML List Server products contain information and instructions to assist personnel in accomplishing the medical logistics mission.

2. Publication Authority. The Air Force Medical Logistics Office (AFMLO), Fort Detrick, MD, is authorized to develop, publish, and distribute products through the AFML List Server.

3. Roles and Responsibilities.

3.1. The AFMLO will:

- 3.1.1. Acquire, program, and maintain all hardware and software required to operate the AFML List Server.
- 3.1.2. Password protect all AFML List Server products containing sensitive information.
- 3.1.3. Review and approve all products for distribution through the AFML List Server.
- 3.1.4. Perform at least annually a review of all AFML List Server products for currency.

3.2. The Medical Logistics Flight Commander (MLFC) will: (**NOTE:** For the purposes of this instruction, ANG Senior Healthcare Technicians shall assume the responsibilities of the MLFC.)

- 3.2.1. Ensure appropriate list server products get to the right people, required action is taken, and proper documentation occurs as necessary. **NOTE:** It is particularly important for Air Reserve Component MLFC's to educate customers on the AFML List Server to ensure end users subscribe to the appropriate list server products.
- 3.2.2. Appoint subscribers to each of the mandatory list server products as prescribed in paragraph 5. **NOTE:** ANG Senior Healthcare Technicians may appoint subscribers from their full or part time staff with exceptions as described in paragraph 5.
- 3.2.3. Validate quarterly that the list server subscription list for the facility matches the list server appointment letters as prescribed in paragraph 8.

3.3. Appointees of mandatory list server products will:

- 3.3.1. Subscribe to the appointed list server product.
- 3.3.2. Read all appointed list server documents within the first duty day after receipt and take appropriate action as necessary. **NOTE:** During the primary appointee's absence, alternate appointees are responsible for reading these documents and taking appropriate action.
- 3.3.3. Establish procedures with alternate appointees to ensure continual coverage during their absence.

Section B—Content

4. List Server Products.

- 4.1. A complete list of list server products is available on the AFML website at <https://afml.ft-detrick.af.mil/afmlo/listserver/enduse.cfm>. Click on "Preview Available Items for Subscription" to view the title and description of all AFML List Server products.
- 4.2. There is at least one product for every major functional activity within medical logistics.
- 4.3. The information is typically technical in nature and provides announcements concerning the pricing, acquisition, suspension, replacement, deletion, transfer, safe handling, maintenance, and destruction of medical supplies and equipment and other items of interest impacting medical logistics operations.

5. Mandatory List Server Products. As a minimum, the following list server products are mandatory for all Air Force medical logistics activities:

- 5.1. *Air Force Medical Logistics Letter*. Minimum mandatory subscribers are the MLFC and NCOIC.
- 5.2. *Allowance Standard Alert Messages*. Minimum mandatory subscribers are a primary and two alternates appointed by the MLFC.
- 5.3. *Food and Drug Administration Recalls/Alert Notices*. Minimum mandatory subscribers are a primary and two alternates appointed by the MLFC. **NOTE:** ANG Primaries will be fulltime staff.
- 5.4. *Medical Equipment Device Recalls*. Minimum mandatory subscribers are a primary and two alternates appointed by the MLFC. **NOTE:** ANG Primaries will be fulltime staff.
- 5.5. *Tri-Service Medical Excess Distribution System*. Minimum mandatory subscribers are a primary and two alternates appointed by the MLFC.

6. Submitting Information for Publication.

- 6.1. All medical logistics personnel are encouraged to submit for list server distribution any items of interest that impact medical logistics operations or support. Users should send their information and ideas to the e-mail address located at the bottom of each list server web page. Choose the list server category that most accurately reflects the subject matter content.
- 6.2. Submit articles for the *Air Force Medical Logistics Letter* to the AFMLL Editor at <mailto:afmlleditor@ft-detrick.af.mil>.

Section C—Subscription

7. Subscribing to AFML List Server.

- 7.1. To subscribe to any of the AFML List Server products, users must access the AFML website at <https://afml.ft-detrick.af.mil/afmlo/index.cfm> and click on “AFML List Server.” Instructions are included on the website.
- 7.2. Users must input their name, rank, organization, Major Command, Department of Defense Activity Address Code (DODAAC), phone number, and e-mail address in order to register.

8. Validating the Subscription List.

- 8.1. It is imperative that mandatory list server documents get to the right people for appropriate action. The MLFC is responsible for validating that appointees in paragraph 5. are subscribed to the mandatory list server products.
- 8.2. To perform this validation, the MLFC will obtain a list server subscription list for their facility by accessing the AFML List Server web page and clicking on “Query Subscriptions.” Enter the facility’s DODAAC, leaving the rest of the fields blank. A printed copy of this list will be validated and signed by the MLFC on a quarterly basis and will be included in the appointment book documentation.

9. Forms Prescribed or Adopted. No forms prescribed or adopted in this publication.

GEORGE PEACH TAYLOR, JR., Lieutenant General, USAF, MC, CFS
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 37-139, *Records Disposition Schedule*

AFPD 41-2, *Medical Support*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFML—Air Force Medical Logistics

AFMLL—Air Force Medical Logistics Letter

AFMLO—Air Force Medical Logistics Office

ANG—Air National Guard

DODAAC—Department of Defense Activity Address Code

MLFC—Medical Logistics Flight Commander