



**MILITARY AND CIVILIAN CONSULTANT
PROGRAMS AND MEDICAL ENLISTED
CAREER FIELD MANAGER PROGRAM**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 44-104, *Military And Civilian Consultant Programs And Medical Enlisted Career Field Manager Program*, 1 August 1997. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. AFI 44-104, 1 August 1997, is supplemented as follows and applies to Headquarters Air Force Space Command (AFSPC) and its subordinate units, Air National Guard, and Air Force Reserve Command (AFRC) units. This supplement is not less restrictive nor does it contradict higher level guidance. Upon receipt of this integrated supplement discard the Air Force basic publication.

1.8. (Added) Augment the MAJCOM staff during staff visits.

5.3. (Added) The AFSPC Command Surgeon designates qualified individuals as consultants by letter to the selectee.

5.4. (Added) HQ AFSPC/SGN is designated the office of primary responsibility for the MAJCOM consultant program. HQ AFSPC/SGN maintains a current roster of selected consultants and publishes a roster listing of all consultants before 1 January of each year.

12.5. (Added) Civilian and members of the Guard and/or Reserve may be nominated based on outstanding competence and exceptional support to MHFs in health care activities or as recognition for their support of AFSPC medical programs.

13.3.2. (Added) A MAJCOM consultant's term will expire upon his/her being permanently assigned to another MAJCOM.

13.4. (Added) MHF/CCs and members of the command surgeon's staff may nominate highly qualified military personnel or civilian specialists for selection as consultant to the Command Surgeon.

13.4.1. Nominations must reach HQ AFSPC/SGN by 30 November of each year.

13.4.2. Nominations must be submitted in writing with a current curriculum vitae typed in the format outlined in attachment 1.

13.4.3. Candidates must also submit a letter of endorsement by their MHF/CC to include the field of specialty they are applying for.

13.4.4. MAJCOM consultants will be selected by the command surgeon following a review of nominations by members of the command surgeon's staff as designated by the command surgeon.

13.4.5. Upon designation by the command surgeon, letters will be distributed through the MHF/CC to the selected individuals.

15.5. (Added) MAJCOM Consultant Visits.

15.5.1. The requesting MHF/CC should send requests to HQ AFSPC/SGN for approval by the command surgeon. The request should include the specialty required, the reason for the visit, proposed dates, fund cite, and a point of contact who will arrange for billeting and local transportation. Visits by local civilian consultants at no cost to the Air Force do not require formal requests; however, the local MHF/CC will report all such visits. Alternatively, the command surgeon may, at his/her discretion, direct a consultant visit.

15.5.2. HQ AFSPC/SGN will coordinate and schedule the visit in concert with the consultant, the consultant's CC, and the requesting MHF/CC.

15.5.3. Normally, funding is provided by the receiving MHF.

15.5.4. Military or civilian consultants who, in the course of conducting a consultant visit, may be called upon to engage in direct patient care must be awarded clinical privileges in the visited MHF IAW AFI 44-119, para. 3.32. It is the responsibility of the visited MHF/CC to ensure that this requirement is met.

15.5.5. Each clinical consultant must submit a formal report of the visit within 10 working days of returning to his/her home station. Use the letter format shown in attachment 2.

15.5.5.1. In addition to the written report, the consultant will provide the MHF/CC and other appropriate executive staff an oral report before departing.

15.5.5.2. Civilian consultants will send reports to the local MHF/CC on their visits. The local MHF/CC will send a copy of all such reports to HQ AFSPC/SGN.

15.5.6. The sending MHF should notify the receiving MHF and HQ AFSPC/SGN promptly when a scheduled consultant visit must be canceled.

Attachment 1
CURRICULUM VITAE FORMAT

Figure A Format.

AUTHORITY: 10 U.S.C. 8013; F030 AF A.
PURPOSE: To provide information necessary for the selection of consultants to the AFSPC Command Surgeon.
ROUTINE USE: For processing activities and approval authority to determine if nominees meet criteria or recognition as consultants to the AFSPC Command Surgeon.
DISCLOSURE IS VOLUNTARY: However, if personal information is not provided, no further action can be taken on the application and approval cannot be granted.

CURRICULUM VITAE

1. IDENTIFICATION.

- a. Date:
- b. Name: _____
_____ (Last) _____ (First) (MI)
- c. Grade:
- d. Birthdate:
- e. Current Assignment and Office Symbol:
- f. Office Phone (DSN):
- g. E-mail Address:

2. BACKGROUND:

- a. Undergraduate Education:
 - (1) School:
 - (2) Major:
 - (3) Degree:
 - (4) Graduation Date:
- b. Professional Education:
 - (1) School:
 - (2) Degree:
 - (3) Graduation Date:
- c. Post-graduate Education:
 - (1) Hospital:
 - (2) Specialty:

(3) Graduation Date:

d. Professional Specialty Course:

(1) Course Title:

(2) Location:

(3) Graduation Date:

e. Professional Military Education:

(1) Course Title:

(2) Location:

(3) Graduation Date:

3. LICENSURE AND CERTIFICATION.

a. Licensure:

(1) State:

(2) License Number:

(3) Expiration Date:

b. Specialty Board Certification:

(1) Specialty:

(2) Certificate Number:

(3) Expiration Date:

c. ACLS Certification:

(1) Expiration Date:

(2) Category:

d. ATLS Certification:

(1) Expiration Date:

(2) Category:

e. Advanced Certifications:

4. PROFESSIONAL ORGANIZATION MEMBERSHIP.

5. HONORS AND EXECUTIVE POSITIONS HELD.

6. PUBLICATIONS.

7. HOURS OF CONTINUING EDUCATION IN LAST TWO YEARS (LIST).

8. OTHER CONTRIBUTORY INFORMATION.

Attachment 2
FORMAT FOR AFSPC COMMAND SURGEON CONSULTANT VISIT REPORTS

Figure A Format.

(Appropriate Letterhead)	DATE
MEMORANDUM FOR HQ AFSPC/SGN	
FROM:	
SUBJECT: Report of AFSPC Command Surgeon Consultant Visit	
1. Record of visit:	
a. Facility Visited:	
b. Dates of Visit:	
c. Key Personnel Contacted:	
2. Professional evaluation of the medical specialty as it relates to its mission and capability.	
a. Observations on the adequacy of professional staff as related to the scope of health care delivery in consultant's specialty.	
b. Observations on the continuing education program within the consultant's specialty.	
3. Review of Health Services Inspection discrepancies.	
4. Services rendered as teacher or lecturer.	
5. Specific recommendations made to the visited MHF/CC for improvement of patient care and/or programs within the consultants sphere of expertise.	
6. Career objective counseling rendered.	
7. For clinical consultants only: Recommendations for improving quality assurance and risk management: Each report must include comments on quality assurance or risk management programs relating to the consultant's area of expertise. The report should include which specific areas the consultant examined to provide this judgment, such as inpatient records, outpatient records, committee minutes. Comments should be precise, e.g., specific number of cases or records reviewed, exact period of time reviewed (Jan-Jun 96). Clearly identify cases (register number on the inpatient record) where significant discrepancies are found.	
8. Other observations.	
(Signature)	
Attachment: CHE Attendance Record	
cc: MHF/CC of Visited Facility MHF/CC of Supporting Facility MAJCOM/SG (<i>when other than AFSPC resource</i>)	

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Command Surgeon