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Medical

**AIR FORCE BLOOD PROGRAM TECHNICAL
MEMORANDUMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/SGMR
(Lt Col James J. Berger)

Certified by: HQ USAF/SGM
(Col Joseph E. Kelley)

Supersedes AFI 44-112, 1 December 1993.

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Distribution: F

This instruction implements AFD 44-1, *Medical Operations*, by establishing procedures and assigning responsibilities for publishing, distributing, and implementing Air Force Blood Program Technical Memorandums (AFBPTM). These memorandums apply to all levels of command and to established blood programs on Air Force installations. They do not apply to the Air Force Reserve or Air National Guard. An AFBPTM is directive and remains in effect as indicated in the AFBPTM or until rescinded or superseded by a later AFBPTM. An activity wishing to deviate from AFBPTM procedures must send a request to HQ USAF/SGMR, 170 Luke Avenue, Suite 400, Bolling AFB DC 20332-5113, for review and approval.

SUMMARY OF REVISIONS

This revision changes requirements from letters to memorandums (throughout); and updates **Attachment 1** to comply with AFI 37-126, *Preparing Written Communications* (formerly AFR 10-1). A | indicates revisions from the previous edition.

1. AFBPTMs Defined. AFBPTMs enable us to send guidance rapidly to Air Force Blood Program entities worldwide to standardize practices mandated by regulatory and accrediting agencies. They provide specific procedures for drawing, testing, inventorying, storing, and distributing blood and blood products to all Air Force installations. NAVMED P-5120, *Standards for Blood Banks and Transfusion Services*, AFI 44-108, *Air Force Blood Program* (formerly AFR 160-41) and AFMAN 41-119, *The Technical Manual of the American Association of Blood Banks* (formerly AFM 160-50), provide standardized technical and administrative procedures for all blood banking in the Air Force.

2. Responsibilities:

- 2.1. HQ USAF/SGMR develops, issues, and maintains original AFBPTMs.
- 2.2. Air Force major commands (MAJCOM) and medical treatment facilities must implement AFBPTMs.

3. Preparing AFBPTMs:

- 3.1. Sequentially number AFBPTMs based on year of publication (i.e., 93-1, 93-2).
- 3.2. Prepare AFBPTMs using the standard memorandum format found in AFI 37-126. Each AFBPTM will contain a statement of purpose, the effective date, and references to applicable instructions or previous AFBPTMs. See **Attachment 1**.

4. Distributing AFBPTMs:

- 4.1. HQ USAF/SGMR distributes AFBPTMs to all MAJCOMs so they can add any command-specific implementation instructions before sending them to their bases. HQ USAF/SGMR will send information copies to other offices (for example, HQ US European Command and Armed Services Blood Program Office) as necessary.
- 4.2. MAJCOMs must distribute AFBPTMs to their bases. MAJCOMs may obtain extra copies of all AFBPTMs from HQ USAF/SGMR, 170 Luke Avenue, Suite 400, Bolling AFB DC 20332-5113.

5. Indexing AFBPTMs. Twice yearly, HQ USAF/SGHR will submit a camera-ready copy of AFIND 26, *Index of Air Force Blood Program Technical Memorandums (AFBPTM)*, to SAF/AAIP for publishing. AFBPTMs are available only from MAJCOMs, but activities may locally reproduce AFBPTMs and AFIND 26 in emergencies.

6. Disposing of AFBPTMs. Comply with AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, volume 2).

EDGAR R. ANDERSON JR., Lt General, USAF, MC
Surgeon General

Attachment 1FORMAT FOR AFBPTMS

MEMORANDUM FOR ALMAJCOM/SG

FROM: HQ USAF/SGM

170 Luke Avenue, Suite 400

Bolling AFB DC 20332-5113

Purpose:

(Describe areas covered, reason for changes, additions, or deletions to existing directives and references to previous AFBPTMs if superseded.)

Effective Date:

(Calendar date or fiscal year.)

Referenced Publications:

(Cite policy directives, instructions, or other AFBPTMs.)

Description and Implementation:

(Describe requirements and instructions for MAJCOMs.)

JOSEPH E. KELLEY, Colonel, USAF, MC

Associate Director, Medical Programs and Resources

Office of the Surgeon General