

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 44-103**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**24 OCTOBER 2001**

**Medical**

**THE AIR FORCE INDEPENDENT DUTY  
MEDICAL TECHNICIAN PROGRAM AND  
MEDICAL SUPPORT FOR MOBILE MEDICAL  
UNITS/REMOTE SITES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 44-103, 1 January 1999, is supplemented as follows:**

This supplement provides procedures for the support, management, and administration of the independent duty medical technician (IDMT) program in AETC. It applies to all AETC units, including any AETC-gained Air National Guard (ANG) units. It does not apply to the Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). The reporting requirement in this publication, paragraph **1.7.6. (Added)**(AETC), is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

1.3.2. The following AETC medical treatment facilities (MTF) are responsible for these IDMT sites:

1.3.2.1. 59th Medical Wing (59 MDW), Lackland AFB TX, for the 343d Training Squadron (343 TRS), Det 1, Camp Bullis Medical Aid Station, Camp Bullis TX.

1.3.2.2. 59 MDW, Lackland AFB TX, for the 737th Training Support Squadron (737 TRSS), Warrior Week, Lackland AFB TX.

1.3.2.3. 92d Medical Group (92 MDG) (AMC), Fairchild AFB WA, for the 336th Training Support Squadron (336 TRSS) Survival School, Fairchild AFB WA. Scope of responsibility and support is addressed in a host/tenant agreement. The 336 TRSS flight surgeon is responsible for professional oversight of all survival school IDMT activities. The 336 TRSS is responsible for maintaining its own IDMT program monitor and education and training department.

1.3.2.4. 20th Medical Group (20 MDG) (AMC), Travis AFB CA, for the 173d Medical Squadron (173 MDS) (ANG), Klamath Falls, Oregon.

1.3.5. The command medical service manager will also coordinate with the ANG medical service manager on all ANG IDMT oversight issues.

1.3.7. HQ AETC/SG or designated representative conducts, as a minimum, annual provider staff assistance visits (SAV) to the 336 TRSS Survival School and forwards documentation to the command medical service manager.

1.4.6. The requirement for IDMTs assigned to the 336 TRSS and ANG-assigned IDMTs to acquire or maintain current weapons qualification; immunizations; and nuclear, biological, and chemical training in support of worldwide contingency taskings is waived. These IDMTs will receive “Just In Time” training to fulfill this requirement when necessary.

1.5.1. Each unit will provide informational copies of current operating instructions and procedures to the AETC medical service manager.

1.5.6. For 336 TRSS, the 336 TRSS flight surgeon is designated as the certifier for all assigned IDMTs and the 336 TRSS physician assistant is designated as the trainer for all assigned IDMTs. For 173 MDS, the ANG 173 MDS flight surgeon is designated as the certifier for all assigned IDMTs and the ANG 173 MDS physician assistant is designated as the trainer for all assigned IDMTs.

1.5.10. Host medical treatment facilities (HMTF) conduct, as a minimum, annual SAVs to the IDMT sites listed in paragraphs [1.3.2.1.](#), [1.3.2.2.](#), and [1.3.2.3.](#) of this supplement.

1.7.6. (Added) The senior IDMT at each site listed in paragraphs [1.3.2.1.](#), [1.3.2.2.](#), and [1.3.2.3.](#) of this supplement provides a quarterly “How Goes It Update” report to the HMTF IDMT program monitor and command medical service manager, preferably via e-mail. The 336 TRSS Survival School IDMT program monitor will provide a quarterly “How Goes It Update” report directly to the command medical service manager on the 15th day of the month following the quarter (i.e., January, April, July, and, October). The report will contain the following sections:

1.7.6.1. Number of IDMTs authorized/assigned.

1.7.6.2. Grade, name, and date arrived station (DAS) of assigned IDMTs.

1.7.6.3. Grade, name, and duration of temporary duty (TDY) HMTF IDMTs who filled in for the assigned IDMTs who were on leave, TDY, etc.

1.7.6.4. Grade, name, and report not later than date (RNLTD) of inbound IDMTs. Also provide the projected dates of their 3-week HMTF orientation (see paragraph [9.1.1.1.](#), as supplemented).

1.7.6.5. Grade, name, title, and/or branch of service of other medical personnel (civilian, contract, or other Department of Defense [DoD]) who routinely work at the site.

1.7.6.6. Number of assigned active duty members, family members, and civilian government employees.

1.7.6.7. Number of patients seen, broken down by groups (for example, active duty members, civilian employees, or other).

1.7.6.8. Noteworthy medical events. **NOTE:** Due to Privacy Act considerations, do not use patient names or social security numbers.

1.7.6.9. Issues, initiatives, and general comments.

2.4.5. (Added) Develop a site formulary from the approved drug list. The formulary should consist of a preface and the list of drugs. The preface will contain general policies governing how the IDMT will dis-

pense medications, to include the hours of operations; policies on writing, filling, and refilling prescriptions; and processing called-in prescriptions (see AFI 44-102, *Community Health Management*).

2.4.6. (Added) IDMTs assigned to the 336 TRSS maintain a limited pharmacy and only fill onsite prescriptions for survival students. All other prescriptions are filled at the 92 MDG.

2.4.7. (Added) IDMTs assigned to the 343 TRS at Camp Bullis and 737 TRSS at Warrior Week maintain and operate a pharmacy at the Camp Bullis medical aid station. Prescriptions are filled for students and, on a limited basis, for permanent party members.

2.4.8. (Added) The 173 MDS will maintain a satellite pharmacy of the HMTF. A site formulary should be developed from HMTF-approved formulary consistent with policies governing how the IDMT will dispense medications. The formulary will consist of a preface and a listing of drugs. The preface will contain policies on writing, filling, and refilling prescriptions and on processing called-in prescriptions. Prescriptions are filled for students, permanent party, and other service members entitled to care.

2.4.9. (Added) All requirements for preceptor contact prior to dispensing medications according to the basic publication apply to all AETC IDMTs.

2.6.1. (Added) IDMTs assigned to AETC IDMT functions or sites. **EXCEPTION:** IDMTs at 336 TRSS Survival School can administer the Tetanus Toxoid while a provider is on site; IDMTs at 343 TRS may administer flu shots when a provider is on site.

2.6.2. (Added) ANG IDMTs can provide routine immunizations in support of air expeditionary force (AEF) and mobility requirements when a provider is on site. IDMTs must, however, have current advanced cardiac life support (ACLS) certifications and documentations of required recurrent training.

3.1.1. HMTF dental support for AETC IDMT sites is the same as in paragraphs [1.3.2.1.](#), [1.3.2.2.](#), and [1.3.2.3.](#) AETC IDMTs provide emergency dental care within their dental protocols. Dental patients are then referred to their respective dental clinics for all routine and followup dental care. The IDMT documents recommended treatment deviations to include the authorizing provider's full name and grade on AF Form 644, **Record of Dental Attendance**, and in the patient's dental record on SF 603, **Health Record - Dental**, and 603A, **Health Record - Dental - Continuation**.

7.1. The Public Health (PH) SAV frequency schedule is at least annually at the 336 TRSS and 343 TRS and should coincide with the Bioenvironmental Engineering (BE) SAV. 59 MDW/SGPB and SGPM flights support the 737 TRSS Warrior Week IDMT functions on an as-needed basis.

7.1.1. (Added) PH personnel assigned to ANG IDMT sites will provide daily oversight of required PH functions.

8.1. The BE SAV frequency schedule is at least annually at the 336 TRSS and 343 TRS and should coincide with the PH SAV. 59 MDW/SGPB and SGPM flights support the 737 TRSS Warrior Week IDMT functions on an as-needed basis.

8.1.1. (Added) BE personnel assigned to ANG IDMT sites will provide daily oversight of required BE functions.

9.1.1.1. IDMTs assigned to the sites listed in paragraphs [1.3.2.1.](#) through [1.3.2.3.](#) will attend the entire 3-week HMTF orientation course in one 3-week period. (The 3-week orientation will not be divided into separate visits.) Specific training topics include, at a minimum, all items listed in Attachment 6, basic publication. IDMTs assigned to the 336 TRG and 737 TRSS will receive mission-specific orientation

within their respective units. Maintain documentation of this orientation in the IDMT's 6-part training folder.

9.1.1.2. Orientation for IDMTs assigned to AETC MTFs will be completed NLT 90 days after arrival. Orientation for IDMTs assigned to ANG units will be completed 120 days after arrival.

9.1.1.3. (Added) Refresher training for all AETC IDMTs assigned to IDMT functions or MTFs will be conducted annually and include topics listed in Attachment 6, this publication. At a minimum, quarterly patient care exposure will be conducted under supervision of the respective physician preceptor.

10.1.3. HMTFs will determine the appropriate length of orientation for any IDMT in a TDY status. Consideration should be given to the IDMT's current certifications, site mission, and experience level.

10.1.9. (Added) To ensure that completed, formal IDMT training and the award of the special experience identifier (SEI) is annotated in each IDMT's military personnel record, the IDMT program monitor will provide a copy (front and back) of the IDMT course certificate to the servicing military personnel flight.

**10.4. (Added) Forms Adopted.** SF 603 and 603A, and AF Form 644.

**NOTE:** The following are added to Attachment 1:

***Abbreviations and Acronyms***

**ACLS**—advanced cardiac life support

**AEF**—air expeditionary force

**DAS**—date arrived station

**RNLTD**—report not later than date

**SEI**—special experience identifier

**TDY**—temporary duty

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