

**MEDDAC/DENTAC/VS Pamphlet 25-31**

**Information Management : Publishing and Printing**

# **Index of MEDDAC Administrative Publications**

**Headquarters  
U.S. Army Medical Department Activity  
Fort George G. Meade  
2480 Llewellyn Avenue  
Fort George G. Meade, MD 20755-5800  
12 October 2004**

**Unclassified**

# ***SUMMARY of CHANGE***

MEDDAC/DENTAC/VS PAM 25-31  
Index of MEDDAC Administrative Publications

This revision—

- o Updates the publications listings in the appendixes.

Department of the Army  
Headquarters  
United States Army Medical Department Activity  
2480 Llewellyn Avenue  
Fort George G. Meade, Maryland 20755-5800  
12 October 2004

\* MEDDAC/DENTAC/VS  
Pamphlet 25-31

## Information Management : Publishing and Printing

### Index of MEDDAC Administrative Publications

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**History.** This is the fifteenth revision of this pamphlet, which was originally published on 17 January 1997.

**Summary.** This pamphlet lists all current administrative publications of the U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC).

**Applicability.** This pamphlet applies to all MEDDAC elements, the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

**Proponent.** The proponent of this pamphlet is the MEDDAC Administrative Services Officer.

**Suggested improvements.** Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZX, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088.

**Distribution.** Distribution of this publication is by electronic medium only.

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**Contents** (Listed by paragraph and page number)

#### Chapter I Introduction, page 1

Purpose • 1-1, page 1  
References • 1-2, page 1  
Explanation of abbreviations and terms • 1-3, page 1

#### Chapter II Maintaining, Reviewing, and Updating MEDDAC Administrative Publications, page 1

The applicability matrix • 2-1, page 1  
How to maintain command administrative publications in binders • 2-2, page 2

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\* This publication supersedes MEDDAC/DENTAC/VS Pam 25-31, dated 22 March 2004.

## **Contents—continued**

Publication formats • 2-3, *page 2*

Annual reviews • 2-4, *page 2*

## **Table List**

Table 2-1: The applicability matrix, *page 1*

## **Appendixes**

**A.** References, *page 2*

**B.** Index of Command Regulations (REG), *page 3*

**C.** Index of Command Pamphlets (PAM), *page 6*

**D.** Index of Command Memorandums (MEMO), *page 7*

## **Glossary**

**Chapter I  
Introduction**

**1-1. Purpose**

This pamphlet provides indexes of command administrative publications (that is, supplements to regulations of higher headquarters, regulations, pamphlets and memorandums issued by this command). Within this publication, the term “command” encompasses the MEDDAC headquarters, all outlying clinics subordinate to the MEDDAC headquarters, DENTAC and all of it’s subordinate dental clinics, and VS.

**1-2. References**

Related references are listed in appendix A.

**1-3. Explanation of abbreviations**

Abbreviations and special terms used in this pamphlet are explained in the glossary.

**Chapter II  
Maintaining, Reviewing, and Updating MEDDAC Administrative Publications**

**2-1. The applicability matrix**

Numerical designations, or types, of MEDDAC administrative publications. Table 2-1 illustrates the five types of MEDDAC administrative publication and to which elements they pertain.

**Table 2-1  
The applicability matrix**

Publication type		Elements to which the type of publication applies*			
		MEDDAC HQ	Outlying Clinics	DENTAC	VS
Supplements, regulations, and pamphlets	MEDDAC	A (See note 1.)	A		
	MEDDAC/DENTAC	A	M (See note 2.)	A	
	MEDDAC/VS	A	M		A
	MEDDAC/DENTAC/VS	A	M	A	A
Memorandums	MEDDAC	A			

Notes.

1. The letter "A" means always applicable.
2. The letter "M" means may be applicable to one or more of the MEDDAC's outlying clinics.

**2-2. How to maintain command administrative publications in binders**

a. All MEDDAC regulations and pamphlets, regardless of type (see table 2-1 above), are numbered consecutively within categories (for example, administration, information management, medical services). No two administrative publications of the same kind (that is, supplements,

regulations, pamphlets or memorandums) issued by the same command may be assigned the same number. Although supplements, regulations and pamphlets may be issued as MEDDAC, MEDDAC/DENTAC, MEDDAC/DENTAC/VS, and MEDDAC/VS, they are basically all MEDDAC supplements, regulations and pamphlets. Therefore, if filed in binders, all publications of the same type should be maintained together, with the lowest numbered publication in front and the highest in the back of the binder.

b. Supplements must be maintained in front of the higher headquarters' regulations that they pertain to.

c. Regulations, pamphlets and memorandums may be maintained in separate binders or in the same binder. If two or more kinds of publications are maintained within the same binder, the order of precedence is regulations, pamphlets, memorandums.

### **2-3. Publication formats**

All MEDDAC administrative publications are available in electronic format on the MEDDAC's web site on the *internet*, except MEDDAC Memo 500-1, which is deemed to be for staff use only and is distributed in printed format only at this time. (MEDDAC Memo 500-1 is under revision and will be re-designated MEDDAC Regulation 500-1. It will be distributed in printed format and will also be available on Kimbrough Ambulatory Care Center's *intranet*, where it can only be accessed by the staff.

### **2-4. Annual reviews**

All administrative publications listed within this pamphlet are required to be reviewed annually by the proponents. Annual reviews are usually initiated during the anniversary month of the publication date. Publications are reviewed to determine whether they—

- a. Are current as written or need to be revised.
- b. Can be consolidated with one or more related publications.
- c. Are no longer needed and can be rescinded.

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## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

**AR 25-30**  
The Army Publishing Program

**DA Pam 25-40**  
Army Publishing: Action Officers Guide

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

This section contains no entries.

**Appendix B**  
**Index of Command Regulations (REG)**

The information within the brackets "[ ]" after the titles indicates whether the publications are MEDDAC, MEDDAC/DENTAC, MEDDAC/VS or MEDDAC/DENTAC/VS.

REG	DATE	TITLE	PROPONENT
<b>MANAGEMENT</b>			
5-1	12 Dec 02	Interservice and Intraservice Support Agreements, Memorandums of Understanding (MOUs) and Affiliation Agreement Procedures [MEDDAC]	RM
<b>BOARDS, COMMISSIONS, AND COMMITTEES</b>			
15-1	23 Mar 04	MEDDAC Boards, Committees, Councils, Meetings, Support Groups and Teams [MEDDAC/DENTAC/VS]	DCA
<b>MEDICAL SERVICES</b>			
40-1	9 Dec 02	Animal Bite/Scratch Case Management and Rabies Prevention [MEDDAC/VS]	PM
40-3	29 Jun 04	Advance Medical Directives (AMD) [MEDDAC]	DCCS
40-5	16 Jan 03	Consent to Medical Care by Nonmilitary Patients and Minors, and Mentally Incompetent Military and Nonmilitary Patients [MEDDAC/DENTAC]	DCCS
40-7	3 May 04	Prescribing, Ordering, Dispensing, Administering, and Monitoring Medications [MEDDAC/DENTAC]	PS
40-8	13 Jan 03	Medical Care of Military Members Without Permission [MEDDAC]	PAD
40-9	6 Jul 04	Ambulance Operations [MEDDAC]	DPC
40-12	18 Feb 04	Medical Warning Tag [MEDDAC/DENTAC]	PAD
40-13	21 Feb 03	Radiation Protection Program [MEDDAC/DENTAC/VS]	EH
40-14	9 Sep 04	Regulated Medical Waste (RMW) Management Program [MEDDAC/DENTAC/VS]	PM
40-15	5 May 04	Infection Control Program [MEDDAC/DENTAC]	DCCS
40-16	23 Jan 03	Utilization of the Advanced Practice Nurse [MEDDAC]	DCN

REG	DATE	TITLE	PROPONENT
40-17	12 Mar 04	Sedation/Analgesia [MEDDAC/DENTAC]	NS
40-18	20 Feb 03	Disease Reporting [MEDDAC]	PM
40-19	13 May 04	Bloodborne Pathogens Exposure Control Plan [MEDDAC/DENTAC]	ICO
40-20	18 May 04	Credentialing, Privileging, and Competency of Healthcare Practitioners [MEDDAC]	Credentials
40-21	20 Apr 04	Tuberculosis Exposure Control Plan (TBECP) [MEDDAC/DENTAC]	PM
40-22	19 Apr 04	Governing Body and Medical Staff Bylaws [MEDDAC]	DCCS
40-23	18 Feb 04	Authorized Local Medical Abbreviations [MEDDAC]	QM
40-24	14 Jul 04	Code Blue [MEDDAC/DENTAC]	DPC
40-25	31 Mar 04	Pre-admission and Ambulatory Surgical Procedures (ASPs) [MEDDAC/DENTAC]	DCN
40-27	5 May 04	Plan for the Provision of Patient Care Services [MEDDAC]	DCCS
40-29	26 Aug 02	Pain Assessment and Management [MEDDAC]	MSC
40-30	19 Apr 04	Sentinel Event Reporting [MEDDAC]	QM
40-31	12 Feb 04	Patient and Family Education [MEDDAC]	PMS
40-32	18 Jun 03	Performance Improvement and Risk Management Plan [MEDDAC]	QM
40-33	11 Sep 02	Hazardous Materials and Hazardous Waste Management Program (HMHWMP) [MEDDAC]	PM
40-34	7 Nov 02	Nutrition Assessment of Patients [MEDDAC]	DPC
40-35	12 Aug 03	Patient Safety Program [MEDDAC]	PSM
40-36	7 May 04	Health Information Privacy [MEDDAC/DENTAC]	PAD
<b>MILITARY POLICE</b>			
190-1	25 Jun 03	Key and Lock Control [MEDDAC/DENTAC]	PTMS&E

REG	DATE	TITLE	PROPONENT
190-2	25 Jun 03	Physical Security Plan [MEDDAC/DENTAC]	PTMS&E
<b>INSTALLATIONS</b>			
210-10	19 Nov 03	Kimbrough Ambulatory Care Center Adverse Weather Plan [MEDDAC/DENTAC/VS]	PTMS&E
<b>SAFETY</b>			
385-1	31 Aug 04	Safety Program [MEDDAC/DENTAC/VS]	SO
385-2	1 Jul 04	Hazard Communication (HAZCOM) Program [MEDDAC/DENTAC/VS]	SO
<b>FACILITIES ENGINEERING</b>			
420-2	6 May 04	Fire Prevention and Protection [MEDDAC/DENTAC/VS]	SO
<b>EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES</b>			
500-1	28 Jul 03	Emergency Management Plan (EMP) [MEDDAC/DENTAC/VS]	PTMS&E
<b>PERSONNEL – GENERAL</b>			
600-8-1	1 Oct 01	Medical/Dental Soldier Readiness Processing [MEDDAC/DENTAC]	DCN
600-8-2	10 Jun 04	Competency Assessment [MEDDAC]	PTMS&E
<b>PERSONNEL RECORDS AND IDENTIFICATION OF INDIVIDUALS</b>			
640-1	4 Feb 03	Confiscation of Identification Cards [MEDDAC]	PAD
<b>DECORATIONS, AWARDS, AND HONORS</b>			
672-1	21 Oct 02	United States Army Medical Department Activity, Fort George G. Meade, Noncommissioned Officer and Soldier of the Quarter and Year Program [MEDDAC/DENTAC/VS]	SMNCO
<b>PROPERTY ACCOUNTABILITY</b>			
735-1	13 Feb 03	Policies and Procedures for Reports of Survey [MEDDAC/DENTAC/VS]	LOG
REG	DATE	TITLE	PROPONENT

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**UTILIZATION AND DISPOSAL OF SUPPLIES AND EQUIPMENT**

750-1	10 Sep 02	Maintenance of Medical Equipment Program [MEDDAC/DENTAC/VS]	LOG
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**Appendix C**  
**Index of Command Pamphlets (PAM)**

The information within the brackets "[ ]" after the titles indicates whether the publications are MEDDAC, MEDDAC/DENTAC, MEDDAC/VS or MEDDAC/DENTAC/VS.

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PAM	DATE	TITLE	PROPONENT
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**INFORMATION MANAGEMENT**

25-1	12 Oct 04	Index of MEDDAC Forms [MEDDAC/DENTAC/VS]	ASO
25-3	20 Jun 03	Office Symbols [MEDDAC]	ASO
25-31	12 Oct 04	Index of MEDDAC Administrative Publications [MEDDAC/DENTAC/VS]	ASO

**PERSONNEL - GENERAL**

600-1	1 Feb 98	Recognizing Ranks: A guide to the recognition of all insignia of rank of all ranks within the United States Army, Air Force, Marine Corps, and Coast Guard [MEDDAC/DENTAC/VS]	ASO
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**DECORATIONS, AWARDS, AND HONORS**

672-1	27 Mar 03	Civilian Incentive Awards Program [MEDDAC]	HRD
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**Appendix D  
Index of Headquarters Memorandums (MEMO)**

MEMO	DATE	TITLE	PROPONENT
<b>ARMY PROGRAMS</b>			
11-1	29 Jul 02	Energy Conservation	LOG
<b>INFORMATION MANAGEMENT</b>			
25-1	28 Jun 99	Processing of Court Orders, Subpoenas, Privacy Act Requests and Freedom of Information Act (FOIA) Requests	ASO
<b>MEDICAL SERVICES</b>			
40-2	17 Jan 03	Treatment of Emergent and Non-emergent Civilian Patients	PAD
40-7	22 Oct 02	Drug Utilization Evaluation (DUE) Program	PS
40-13	12 Feb 04	Administration of Ambulatory Procedure Visit (APV) Records	PAD
40-22	17 Feb 04	Interpreter Guidelines	CA
40-26	22 Jan 03	Sexual Assault	DCN
40-27	24 Jan 03	Utilization of Reserve Component Nursing Personnel	DCN
40-29	1 Aug 02	Point-of-Care Testing Laboratories	LAB
40-30	3 Jan 03	The Patient Representative	CA
40-32	18 Mar 04	Administration of Emergency Issue Blood and Blood Products	DCN
40-33	15 Jun 04	Identifying and Reporting Suspected Abuse	DCN
40-34	4 Jun 04	Care of Same Day Surgery Patients	DCCS
<b>MILITARY POLICE</b>			
190-1	20 May 03	Security Identification Badge System (SIBS)	PTMS&E
<b>PERSONNEL - GENERAL</b>			
600-1	1 Oct 01	Official Duty Hours	CDR
600-8-1	2 Mar 00	Leaves and Passes	HRD

MEMO	DATE	TITLE	PROPONENT
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**CIVILIAN PERSONNEL**

690-1	27 Dec 02	The Voluntary Leave Transfer Program	HRD
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**SERVICE ORGANIZATIONS**

930-1	4 Feb 04	The Red Cross Volunteer Program at Kimbrough Ambulatory Care Center	PAD
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## Glossary

### Section I

#### Abbreviations

**AS**

Anesthesia Service

**ASO**

Admin Services Officer

**CA**

Clinical Administrator

**CDR**

MEDDAC Commander

**DA**

Department of the Army

**DCA**

Deputy Commander for Administration

**DENTAC**

U.S. Army Dental Activity, Fort George G. Meade

**DCCS**

Deputy Commander for Clinical Services

**DCN**

Deputy Commander for Nursing

**DPC**

Department of Primary Care

**DSC**

Department of Specialty Care

**EH**

Environmental Health Section

**HRD**

Human Resources Division

**ICO**

Infection Control Officer

**IH**

Industrial Hygiene Section

**KACC**

Kimbrough Ambulatory Care Center

**LAB**

Laboratory Service

**LOG**

Logistics Division

**MC**

Medical Company

**MEDDAC**

U.S. Army Medical Department Activity, Fort George G. Meade

**MSC**

Musculoskeletal Center

**PAD**

Patient Administration Division

**PAM**

pamphlet

**PM**

Preventive Medicine Service

**PS**

Pharmacy Service

**PSM**

Patient Safety Manager

**PTMS&E**

Plans, Training, Mobilization, Security and Education Division

**QM**

Quality Management Office

**REG**

regulation

**SMNCO**

Senior Medical Noncommissioned Officer

**SO**

Safety Office

**VS**

Fort Meade Branch Veterinary Services

### Section II Terms

**Command**

The MEDDAC headquarters, all outlying clinics subordinate to the MEDDAC headquarters, the DENTAC and VS.

**Headquarters**

The MEDDAC headquarters (that is, Kimbrough Ambulatory Care Center).

