

Information Management

MEDICAL CURRENCY INFORMATION FILE (MCIF)
AIR NATIONAL GUARD

AFMAN 37-104, 1 June 1995, is supplemented as follows:

Purpose Paragraph

(Added) (ANG): This supplement sets the policy for Air National Guard Medical and Aeromedical Units to establish and maintain a Medical Currency Information File (MCIF). This supplement supersedes NGR (AF) 160-03, ANG Medical Unit Mission, Treatment function and Emergency Response Capability.

Part 1, Paragraph 3., Information's Purpose and Value

3.1. (Added) (ANG): It is the responsibility of the Medical Organization Commander to ensure a process is devised to establish, maintain, and continuously update the organization's Medical Currency Information File (MCIF). The MCIF should be reviewed by all members of the organization but is required reading for senior leadership personnel and program managers. The MCIF may be updated based on local established procedure; however, to ensure currency, the MCIF should be updated at a minimum, every 60 days. This is normally accomplished by the organization's fulltime staff members. It is at the commander's discretion as to which member of the organization will be responsible for the MCIF's upkeep as long as the requirements for updating are met.

3.2. (Added) (ANG): Included in the MCIF is National Guard Bureau (NGB) "All States Memoranda", containing subject matter pertaining to ANG policy in the ANG Medical Service and SG Logged Memoranda issued from the Directorate of Medical Services (ANG/SG) - providing general information, guidance, and clarification of previously issued policy in AF Policy directives, Instructions, and all NGB All-States memoranda. Optional items may be included (i.e., wing commander, State Air Surgeon, AG correspondence) to which required readers need to be made aware.

3.3. (Added) (ANG): A locally developed process should be established to verify those required, review the MCIF. A suggested model for developing, implementing, and maintaining a MCIF is the Flight Crew Information File (FCIF). The FCIF is located in every unit's flight Operations section. Establishment of a record series file to retain memoranda more than sixty days old is encouraged.

3.4. (Added) (ANG): ANG/SGE will issue a SG Log Memorandum providing a quarterly recapitulation of memoranda (both NGB All-States and SG Logged media) issued for the quarter. This list will be used to inventory the MCIF. Items not received or missing can be requested through ANG/SGE.

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