



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY VETERINARY COMMAND
2050 WORTH ROAD, SUITE 5
FORT SAM HOUSTON, TEXAS 78234-6005

REPLY TO
ATTENTION OF

MCVS

13 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on the Usage of MEDCOM Form 676-R as a Veterinary Laboratory Testing Record and Supplemental Lotus Notes Database – COMMAND POLICY NO. B-16

1. Effective immediately, VETCOM will utilize the new version of MEDCOM Form 676-R, Request For Veterinary Laboratory Testing and Food Sample Record, dated JAN 03. This form has a dual purpose, lab sample submission and sample management. This policy letter deals only with the form's use as a lab sample submission form. All Regional Veterinary Commands (RVCs) will ensure implementation and usage of the new 676-R and database.
2. MEDCOM Form 676-R, dated Jan 03, supersedes all previous versions of MEDCOM Form 676-R.
3. For instruction on completing the 676-R in the AMEDD Electronic Forms Database, see (enclosure 1).
4. For instructions on completing the 676-R in the LOTUS NOTES Lab Submissions & Sample MGMT Database, see (enclosure 2).
5. In addition to the new version of the form, a new Lotus Notes "Lab Submission & Sample MGMT" Database was created to complete the new version of MEDCOM 676-R. The new database is the primary means for completing the new MEDCOM Form 676-R for lab samples. This database will enable the lab to better prepare for arriving samples. This database is an additional step to the current practices (i.e., sending a hard copy of MEDCOM 676-R with the samples shipped) and should not be considered a means to eliminate any current practices for shipping samples to the lab.
6. The lab will also use this new database as a means of reporting the final lab results back to the sender of the lab sample. They will attach the lab results onto the completed MEDCOM 676-R within the database, rather than emailing or mailing results to the sender of the lab sample.
7. If access to the Lotus Notes Database is not available you may also access the new version of MEDCOM Form 676-R on the newly released 4.8 version of AMEDD E-Forms (AMEDD Electronic Forms Support System). For laboratory sampling forms that are included in the sample container/s, use the form flow version.

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8. The RVC commanders will ensure that their subordinate units receive this policy memorandum.

9. Use until superseded, or discontinuance of organizational element, whichever comes first.

10. Point of contact for additional information or clarification is the Food Safety and Public Health Directorate, DSN 471-6510.

Encls
as

CHARLES KELSEY, JR.
Colonel, VC
Commanding

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