



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

17 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on the Usage of MEDCOM Form 676-R as a Food Sample Management Record and Supplemental Lotus Notes Database – COMMAND POLICY NO. B-17

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 its use as a sample management form. All Regional Veterinary Commands (RVCs) will ensure implementation and usage of the new 676-R.
2. This replaces DD Form 1222 and MEDCOM Form 57; no longer use these forms. MEDCOM Form 676-R, dated Jan 03 will be the only form used for sample management throughout VETCOM (i.e., DeCA, AAFES, Prime Vendor, Supply Points, DLA Depots, Troop Issue Subsistence Activities (TISA), etc.).
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 a tool available for sample management control, however commands are not required to use it and may continue to use local sample management controls. This database, if used for sample management control will be a valuable tool during MCP/OIP inspections.
6. 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 sampling container/s, use the form flow version.
7. The RVC commanders will ensure that their subordinate units receive this policy memorandum.
8. Use until superseded, or discontinuance of organizational element, whichever comes first.

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9. 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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