THEATER LEAD AGENT

FOR

MEDICAL MATERIEL-PACIFIC
(TLAMM-P)

CUSTOMER HANDBOOK

1 January 2021

TABLE OF CONTENTS

SECTION 1 – GENERAL AND ADMINISTRATIVE

1.1. Purpose. This handbook is designed to assist our customers in obtaining optimum Class VIIIA support from the Theater Lead Agent for Medical Materiel – Pacific (TLAMM-P) in the 18th Medical Group, Medical Logistics Flight. It should answer most of your questions. Should you need further assistance you are encouraged to discuss any specific concerns or questions with us using Attachment 1, Contact Directory.

1.2. TLAMM-P Overview. As a CJCS designated TLAMM, existing capabilities and manpower assigned to the 18th Medical Group (18 MDG) are used to support the TLAMM-P mission set in steady-state. TLAMM-P has authorities to request additional manpower via the Request for Forces (RFF) process to meet increased volume mission sets as required. Once a unit medical supply point of contact (POC) communicates with TLAMM-P, some initial information will be requested. TLAMM-P can determine availability, sourcing, and the best delivery methods to support operational requirements in advance, or in conjunction with the establishment of accounts.

1.2.1. TLAMM-P in-stock items are based on current 18 MDG or existing TLAMM-P customer usage "historic data". For items that are not in-stock, TLAMM-P utilizes Defense Logistics Agency (DLA) contracts with the industrial base. Delivery times are dependent upon the source of supply used and can take from 7-23 days or more to arrive on TLAMM-P docks. (See section 4.3.2.) Once items are received at TLAMM-P, various shipping and distribution methods are employed depending on the item, and destination country customs requirements. Distribution could be MILAIR, civilian common carrier (FEDEX, DHL, etc.), or registered mail. APO/FPO has also been utilized in coordination with the destination U.S Embassy logistics distribution protocol.

1.2.2. There are two INDOPACOM designated provisioners of class VIIIA (source: INDOPACOM Task Order P-636): TLAMM-K for Korean Peninsula organizations and events, and TLAMM-P for the remainder of the INDOPACIFIC Region. TLAMM-Korea is operated by the US Army Medical Materiel Command Korea (USAMMC-K) and TLAMM-P is operated by the U.S. Air Force 18 MDG.

Hours of Operation. Our hours of operation are Monday through Friday 0730-1630 Japan Standard Time. See Attachment 1 for contact information. During contingency operations, TLAMM-P may operate on extended hours. When this occurs, the new hours will be posted and units will be notified. For all communication correspondence, please utilize our Org box for faster response.

SECTION 2 - ACCOUNT SETUP

2.1. General:

2.1.1. Interfund Billing. TLAMM-P employs the Defense Logistics Interfund Billing System. In accordance with Defense Logistics Manual 4000.25, Volume 4, it is DoD policy that DoD customers authorize suppliers to use the interfund billing system to reimburse themselves for materiel, hazardous material and waste services, and services related to materiel shipments. We do not accept Military Interdepartmental Purchase Requests (MIPR).

2.1.2. The Interfund Billing System allows suppliers to reimburse themselves, from appropriations designated by the customer, at the time of billing.

2.1.3. These actions and transactions are automated using electronic data interchanges between the TLAMM-P supply system and DFAS, using appropriations designated by the customer in a Line of Accounting (LOA) Letter or Inter-fund billing authorization memorandum.

2.2. Establishing an Account: The following information is required to establish a customer account:

2.2.1. TLAMM-P Account Request Memorandum. (Attachment 2, Template 2.1) Specifies Unit Name, DODAAC and Fund Code, name and rank of authorized ordering official(s), ship to addresses and unit contact Information.

2.2.1.1. Your Account Number is your DODAAC provided from your Comptroller.

2.2.1.2. DFAS will assign a Project Fund Management Record (PFMR) once this letter has processed through our Resource Advisor

2.2.1.3. Shipping Address. Include military, commercial, and United States Postal Service (USPS) official military address (APO/FPO) as applicable. Please note which address is your primary/preferred shipping address on this memorandum.

2.2.2. Financial and Accounting Documents: (Attachment 2, Template 2.2) Department of Defense Activity Address Code (DODAAC) if assigned and Line of Accounting (**LOA**) Letter or Inter-fund billing authorization memorandum. We do not accept Military Interdepartmental Purchase Requests (MIPR).

2.2.3. Property Custodian Memorandum: (Attachment 2, Template 2.3) Please indicate the primary and alternate custodians – THIS WILL BE THE INFORMATION OF THE INDIVIDUALS PLACING/RECEIVING ORDERS. A new one must be filled out when individuals leave the unit and new custodians are assigned.

2.2.4. Authorized Drug List. (Attachment 2, Template 2.4) This listing will be used to validate customer pharmaceutical orders are authorized. We can only issue pharmaceuticals to non-medical treatment facility accounts ordering for an assigned service approved allowance standard, i.e. AMAL/ADAL, UBL, MTOE, or with the written approval from the requesting unit Commander from the supported unit. Your service may have a supply SOP requiring Group, Battalion or higher level Surgeon endorsement.

2.2.5. High usage List. (Attachment 2, Template 2.5) This listing will be used to research items' source to mitigate shipping and customs requirements for the customer's most commonly used items. TLAMM-P may be able to reduce pipeline times if deemed appropriate to stock the items at the TLAMM-P warehouse, however stocked levels are evaluated based on customer orders and demand for the item.

2.2.6. Once the information is received and the method of ordering is determined, TLAMM-P will establish the accounts and provide access to the end users. For further TLAMM-P assistance or information, contact the Customer Service Section. See Attachment 1 for contact information.

2.3. Setting up the Ordering Method. The following ordering methods are supported:

2.3.1. DMLSS to DMLSS. This is the preferred method of ordering from TLAMM-P. This ordering method allows two servers to transmit and receive real-time data.

2.3.2. Web Portal Interface. The TLAMM-P customer order entry module on the Air Force Medical Readiness Agency (AFMRA) web portal is the next method of placing orders.

2.3.2.1. Air Force Medical Logistics Website - All TLAMM-P customers, including MILSTRIP-only users must to register at the following link: **https://medlog.us.af.mil** (include Rank, Name, and Email).

2.3.2.2. Once registered, this will allow you to place orders on the AFMRA reachback website:
https://medlog.us.af.mil/index.cfm?event=readiness.reachback
Please see the user manual for the reachback app (Attachment 10).

2.3.2.3. When we receive and process the above items, you will receive an email confirming your account status.

2.3.3. DCAM. The DMLSS Customer Assistance Module (DCAM) is a Windows-based medical logistics application that enables you to research requirements, submit orders to your supplier, and maintain a local inventory. DCAM is designed to provide deployed units with a basic medical ordering and management capability in a tactical environment with low-bandwidth or no network connectivity. DCAM complies with the DMLSS Common Operating Environment. DCAM allows remote customers who have no other medical logistics automation to create automated Class VIIIA requests with minimal hardware requirements (PC or laptop with a network connection). DCAM customers can connect to the designated host DMLSS server and select files to import from the DMLSS server. Once the files are downloaded, the customer can break the connection and use the DMLSS data to build new requisitions, check status, review the stockage catalog, and research substitutions. Then, customers can reconnect and send the file containing MILSTRIP transactions to the DMLSS server. Customers requiring DCAM will request the application from their medical Supply Support Activity (SSA). Additional information can be found in Attachment 3.

2.3.3.1.DCAM to DMLSS Supporting Server. TLAMM-P has the capability to receive DCAM transmitted orders to the TLAMM-P DMLSS server. You can find the DCAM configuration details on Attachment 3.

2.3.4. Ordering Format. MILSTRIP or AFMRA Web Portal ordering action is the preferred method for ordering. If neither of those options are available, submit E-mail orders to usaf.kadena.18-mdg.mbx.tlamm@mail.mil. (Use Attachment 5 *New Item Request)*

2.4. Customer Catalog. Your customer catalog will be built from the catalog records in the Defense Medical Logistics Standard Support (DMLSS) system of the 18th Medical Group. Web based customers will be restricted to items they have identified as being required for their site. Customers using Military Standard Requisitioning & Issue Procedures (MILSTRIP) interface can request an import of the 18th Medical Group DMLSS catalog so they will have a list of currently stocked items. You should consider adding any supply item that is ordered more than once a quarter to your customer catalog. Please coordinate with customer service for more information on adding or deleting items.

SECTION 3 – ISSUE/TURN-IN PROCEDURES

3.1. Routine Issue Requests. Customer orders placed in the AFMRA reachback portal will be processed each duty day, by TLAMM-P. Customer orders for pharmaceuticals will be validated by TLAMM-P staff against the customer's authorized drug listing. Pharmaceutical orders not on the customer ADL may not be processed.

3.2. Emergency Requests. For non-routine orders that require immediate TLAMM-P staff attention, contact Customer Service to coordinate. See Attachment 1 for contact information, including 24-hour on-call phone number.

3.3. New Item Request (NIR) Submission. With few exceptions, customer orders should be limited to items on an authorized stockage listing and available through DLA contracts with the industrial base. When necessary, NIRs may be submitted using the AFMRA Web Portal New Item Request Tab. Upon receipt of an NIR, TLAMM-P will research the item and have it reviewed for approval or disapproval action. Please contact customer support if the requested item is a unique product and can only be obtained from a single source.

SECTION 4 – SHIPPING

4.1. On-island (Okinawa) Customers. Currently, supported units operating on Okinawa are responsible for picking up their supplies from TLAMM-P located on Kadena AB, Bldg. 626.

4.2. Off-island (Okinawa) Customers. Units deployed or operating outside of Okinawa will have their supplies shipped to them via the most expedient means. TLAMM-P is authorized to use AFWCF/MDD Transportation Account Code (TAC) for routine deliveries to TLAMM-P customers. On average, Electronic-Commerce items originating from Contiguous United States (CONUS) may take 7-23 days or more to arrive on TLAMM-P docks, depending on the Source of Supply (SOS). Once items are received at TLAMM-P, various shipping and distribution methods are employed depending on the item, destination country customs requirements.

Distribution could be MILAIR, civilian common carrier (FEDEX, DHL, National Air Cargo, etc.), or registered mail.

4.2.1. Exceptions to AFWCF/MDD Transportation Account Code (TAC) usage.

4.2.1.1. The customer's TAC is required for funding special shipments if a customer requests uncommon handling or expedited delivery that is outside routine transportation processes used by TLAMM-P.

4.2.1.2. If a customer order is not processed through the AFWCF/MDD. TLAMM-P will process the shipment using the customer's TAC or a locally funded TAC as determined appropriate.

4.2.1.3. Please use TAC Funds Verification & Use Authorization Form (Attachment 9) to ensure all shipping options are available. Your Comptroller or Finance POC can assist with this process.

4.3. Shipping Procedures. Routine orders will be shipped via the 18th Logistics Readiness Squadron Transportation Management Office, Air Mobility Command Channel Flights or commercial carriers. Normally, requested items will be shipped bi-weekly (every two weeks) or more frequently as necessary.

4.3.1. Special Handling Items. Special handling items include hazardous, refrigerated, frozen and controlled items. These types of items could take longer to arrive and be in-transit to the requesting unit longer than normal. Hazardous items will only be shipped with approved carriers. Refrigerated and frozen items require coordination with the TLAMM-P and the receiving unit to ensure personnel are available to receive the shipment and adequate storage equipment is available in the unit.

4.3.1.1. Controlled items. Controlled items or narcotics will be shipped by USPS registered mail or MILAIR to maintain chain of custody (signed receipt) according to Air Force Manual (AFMAN) 41-209 *Medical Logistics Support*, Chapter 3, Para 3.28.1. USPS official registered mail requires an official military address with USPS registered mail receiving capabilities in accordance with (IAW) AFMAN 41-209 and the DoD4525.6-M. USPS official mail is not subjected to customs declaration IAW DoD 4525.6- M, Section C10.6.5.3 & C10.6.5.4.

4.3.2. Estimated pipeline times. On average, Electronic-Commerce items originating from Contiguous United States (CONUS) may take 7-23 days or more to arrive on TLAMM-P docks, depending on the Source of Supply (SOS). These averages are for items not stocked in the 18th MDG/TLAMM-P warehouses and actual pipeline times could be longer than described above. Cross-dock from TLAMM-P and estimated delivery to the end-user is dependent on customer location, country custom clearance, quantity, and weight. General medical supply in an 18" x 14" x 12" box weighing at 50 lbs. may arrive in country in approximately 7 days (excluding Country Custom clearance). In breaking this down further:

4.3.2.1. Prime Vendors (PV). Our most preferred SOS is prime vendor. PV Pharmaceutical (PVP) items arrive in approximately 10 days, PV Medical- surgical (PVM) items in approximately 16 days.

4.3.2.2. Defense Logistics Agency (DLA). DLA has two SOS's we order from; ECT for Electronic Catalog (ECAT) and SMS. ECT items arrive in approximately 23 days. SMS contracted items may arrive in 30 days, while non-contracted items may take 40-60 days or more.

4.4. Shipping Discrepancies. Upon receipt, customer account custodians may contact customer support within 3 business days for resolution action. See Attachment 1 for contact information.

4.5. Country Customs Clearance Requirements. All customers off island are subjected up to 30 days delay due to the host country customs clearance requirements. Certain countries may require the importer (end user/customer) to provide additional documentation, such as pre-custom clearance documents, import license, etc. Speaking with your country embassy POC or in some cases TLAMM staff regarding these requirements will alleviate rush orders due to possible long customs hold requirements.

SECTION 5 – MANAGEMENT PRODUCTS

5.1. Issue/Turn-In Summary Report. During routine or peacetime operations, this product will be produced upon request no more frequently than monthly. During increased operations and large materiel flow, this product may be provided at an increased frequency. This listing has three sections. The issue section summarizes all issues and backorder releases processed during a given month. The reversal section list all action in which a reversal (credit or correction) was done against your account. The turn in section lists all items turned in by your section. The dollar value summary that appears at the bottom of the list is of particular importance. Property custodians can use this listing to determine consumption data on Individual supply items over an extended period of time. You should maintain these lists for at least a year for budgeting purposes.

5.2. Customer Backorder Report. Customer Service will print an Activity Backorder Report for your account monthly. The report may be requested as needed as well. Any issue requests that you have not received should appear on the backorder report and will stay on the report until the items are received into the warehouse. If these items do not appear on the backorder report, contact our Customer Service Section.

SECTION 6 – BIOMEDICAL EQUIPMENT MAINTENANCE AND REPAIR SUPPORT

6.1. In peacetime, biomedical equipment maintenance and repair support is available in limited scope and requires prior coordination. Units requiring medical equipment repair must coordinate with the TLAMM-P Customer Support to prior to shipping the equipment out for repair. During contingency operations, TLAMM-P may have augmented and increased biomedical equipment maintenance and repair capability. When this occurs, the new capability information will be posted and units will be notified.

SECTION 7 – OPTICAL FABRICATION

7.1. In peacetime, basic Optical Fabrication requests should be submitted on DD Form 771 to the Naval Ophthalmic Support and Training Activity. For more guidance, procedures, and digital copy of DD Form 771, please refer to NOSTRA home page (http://www.med.navy.mil/sites/nostra/Pages/default.aspx). You may submit your order for eyewear by email, fax or standard mail.

7.1.1. E-mail your order to:NOSTRA-CustomerService@med.navy.mil

7.1.2. Fax your order to: 757-887-4647. Please call NOSTRA Customer Service at 757-887-7600 Option 1 right after you send your fax to ensure they received it and that all the information is included to fabricate your orders.

7.1.3. Standard mail to:
NOSTRA
160 Main Road, Ste 350
Yorktown, VA 23691-9984

7.2. During contingency operations, TLAMM-P may have augmented and increased Optical Fabrication capability. When this occurs, the new capability information will be posted and units will be notified. Units requiring optical fabrication/repair must coordinate with the TLAMM-P Customer Support for up-to-date capability and process information.

SECTION 8 – FREQUENTLY ASKED QUESTIONS (FAQs)

8.1. Who needs to sign the Authorized Drug Listing memo? A commander on G-series orders over your unit, however your service may also require Surgeon endorsement or approval. See section 2.2.4.

8.2. Does the person ordering supplies have to be different from the person receiving them? No. The supply custodian on the account can both place the order and sign for the order when received. On the appointment letter, the custodian and ordering official or designated supply requester can be the same person. The audit requirement for separation of duties is met at the TLAMM, with separate acquisitions and receiving departments.

8.3. Who needs to sign off on the Property Custodian Memo? We recommend the signatory be the office that has oversight of the use and spending on the Line of Accounting. AF accounts have the commander sign the letter appointing property custodians, we also have Army and Navy accounts where the Medical OIC or Supply OIC signs it.

8.4. Do we need to have a signature card of any sort on file with you? The custodian signed account Set-up memo serves as a signature card. There is no separate document requirement for TLAMM-P.

8.5. On the "Account setup Memo" what is "AMC shipping address"? The AMC shipping address is the DODAAC or UIC address that can be used for MILAIR shipment (if channels exist) to your operating or exercise location, not your home station. The Embassy address will suffice if it is the final Destination.

8.6. Can the ordering official and custodian be the same person? Yes. The ordering official is the person/persons authorized to order/spend against the LOA provided, while the custodian is the person we'll primarily communicate with regarding the account itself - primarily, documentation or funding issues/requirements. Both will be granted rights into the reachback website. Please provide an alternate.

8.7. After we place an order, how does the CL VIII physically get to us? Distribution depends on the type of item, special handling requirements (cold chain, controlled drugs), locations or country customs requirements and expediency of the requirement. We currently utilize the following carriers/methods: Fed Ex, DHL, National Air Cargo, MILAIR and APO/FPO/DP.

Attachment 1 - TLAMM-P DIRECTORY

	DSN	COMM	From Cell Phone
Customer Service	315-630-5123	011-81-611-730-5123	098-960-5123
Superintendent	315-630-4467	011-81-611-730-4467	098-960-4467
Director of Operations	315-630-4057	011-81-611-730-4057	098-960-4057

	COMM
TLAMM-P Mobile (On-Call)	+81 806-498-7502

	EMAIL
TLAMM-P Org box	usaf.kadena.18-mdg.mbx.tlamm@mail.mil

Attachment 2 – ACCOUNT SET-UP TEMPLATES

Template 2.1 - TLAMM-P Account Request Memorandum

Your Unit Letter Head

DATE

MEMORANDUM FOR 18 MDSS/SGSR, ATTN: MR. URA, UNIT 5268, APO AP 96368

FROM: Supply Officer, Unit

SUBJECT: THEATER LEAD AGENT FOR MEDICAL MATERIAL – PACIFIC (TLAMM-P) ACCOUNT REQUEST

1. Request TLAMM-P setup an account for the Unit. The following information pertains:

a. Unit Name: XXXXXX DODAAC: XXXX Fund Code: XX Exercise: XXX

b. Name and Rank of Authorized Ordering Official(s) and Contact information:

Pay Grade, Name / E-mail: xxx

c. Custodian (authorized to request and receive material): **(Names should match the appointment of property custodian letter)**

(1) Primary: Pay Grade, Name/ E-mail: xxxxxxxxx

(2) Alternate: Pay Grade, Name/ E-mail: xxxxxxxxx

d. Financial and Account Documents. Line of Accounting provided in separate letter.

e. Full shipping address:

(1) U.S. Postal shipping address: XXX

(2) AMC shipping address: XXX

(3) Financial Billing address: XXX

f. Shipping Instruction: If Applicable

2. The point of Contact for this memorandum are Rank First Last at DSN XXX-XXX-XXXX or email: first.last@email.com.

I. M. SUPPO
Signature Block

Template 2.2 – Unit Line of Accounting Interfund Billing Authorization Memorandum

Your Unit Letter Head

DATE

MEMORANDUM FOR 18 MDSS/SGSR, ATTN: MR. URA, UNIT 5268, APO AP 96368

FROM: Comptroller, Unit

SUBJECT: REQUEST FOR INTERFUND BILLING for PFMR leave blank if unknown
DODAAC- same as accounting station number

1. LINE OF ACCOUNTING

APPROPRIATION	LIMIT/ SUBHEAD	ACCOUNTING CLASSIFICATION	ACCOUNTING STATION
XXXXXXX	XXXX	XXX XXXXX X XXXXXX XX XXXXXX XX XXXXXXXXXXXX	XXXXXX-XXXX-XXXX

2. INTENT OF BILLING: Ordering of medical supplies in support of OPERATION/**ACCOUNT**

3. TOTAL PRICE OF ORDER (Amount not to be exceeded): $XXXXXXX
Grand Total: $XXXXXXX

4. The point of Contact for this memorandum are Rank First Last at DSN XXX-XXX-XXXX or email: first.last@email.com.

Resource Management/Comptroller
Signature Block

Template 2.3 – Appointment of Property Custodian Memorandum

Your Unit Letter Head

DATE

MEMORANDUM FOR 18 MDSS/SGSM (TLAMM-P)

FROM: Commander, UNIT

SUBJECT: Appointment of Property Custodian Duties

1. In accordance with (IAW) AFMAN 41-209, *Medical Logistics Support*, Chapter 1, para. 1.2.5., the following individual is hereby appointed as property custodian for:
UNIT: _________________ DODAAC #: _________________EXERCISE: (IF APPLICABLE)____________

Supply/Controlled
Name/Rank of Custodian   DEROS   Duty Phone   Signature   **Circle**

2. IAW AFMAN 41-209, *Medical Logistics Support*, Chapter 1, para. 1.2.5.4., the property custodian will designate representatives to request supplies.

Supply/Controlled
Name/Rank of Custodian   DEROS   Duty Phone   Signature   **Circle**

Supply/Controlled
Name/Rank of Custodian   DEROS   Duty Phone   Signature   **Circle**

3. IAW AFMAN 41-209, *Medical Logistics Support*, Chapter 3, para. 3.6.1.4., request for issue of controlled items from TLAMM to AF or other Services units is valid with the written approval from the requesting supported unit's Commander.

4. This letter supersedes all previous designations, same subject.

5. If you have any questions please contact **[Squadron Commander's name]** at **[123-456-7890**, **DSN, extension-xxxx or email address]**.

Commander, Unit
Signature

Template 2.4 – Authorized Drug List Memorandum

Your Unit Letter Head

DATE

MEMORANDUM FOR 18 MDSS/SGSM (TLAMM-P)

FROM: UNIT NAME/OFFICE SYMBOL

SUBJECT: Authorized Drug List for UNIT NAME

Reference: AFMAN 41-209, Medical Logistics Support, Chapters 1 and 3, Paragraphs 1.2.8. *and* 3.6.1., Medical Logistics will only issue pharmaceuticals to units with an approved drug list (ADL), an AF/SG approved allowance standard (AS), or service component equivalent. Controlled items for Theater Lead Agent for Medical Materiel- Pacific (TLAMM-P) customers, not on an approved list, will only be issued after approval from the requesting unit Commander.

1. The following items are authorized for procurement by UNIT NAME

National Stock Number	Item ID	Description and concentration
xx		

or

See attached service component equivalent ADL or AMAL/ADAL or ASL (As Of xx Date xx)
2. If you have any questions please contact Rank/ Name at DSN phone number and email. This memorandum supersedes all previous memorandums regarding the same subject.

Commander, Unit
Signature Block

Attachments
ADL or AMAL/ADAL or ASL

APPROVED DRUG LIST FOR UNIT NAME a/o DD/MM/YR

NOMENCLATURE	UNIT OF PURCHASE	NDC	NSN
EXAMPLE: ACETAMINOPHEN 500 MG TABLET 100S	BT	57896020401	6505014367129

Template 2.5 – High Usage Items Listing

NOMENCLATURE/ITEM DESCRIPTION	UNIT OF PURCHASE	NDC	NSN or Item number	Monthly Usage	Requested Item Stock Level
ACETAMINOPHEN 500 MG TABLET 100S	BT (Bottle)	57896020401	6505014367129	1 BT	5 BT

Attachment 3 – DCAM SETUP INSTRUCTIONS

This document outlines steps both current and new TEWLS DCAM users whose Source of Supply is TLAMM-P, Kadena Okinawa, Japan must follow in order to maintain or establish connectivity.

Please follow all tasks below regardless of whether you are a new or current DCAM customer.

Task Summary

Install Certificate on DCAM Computer: The DISA Connectivity Service requires that a machine certificate be installed on the DCAM computer, which will be used for authentication.

Configure DCAM Program: If you already have DCAM installed, you should verify that you have the latest version. Earlier versions of DCAM do not support certificate authentication. All users might have to make configuration changes, regardless of which DCAM version is installed.

Email Source of Supply Customer Support at usaf.kadena.18-mdg.mbx.tlamm@mail.mil. You must send your account paperwork and have an account at the TLAMM-P prior to configuring the DCAM connection.

INSTALL CERTIFICATE ON DCAM COMPUTER

This task will require someone with administrator rights on the DCAM computer as well as a PKI administrator who can request a certificate for your computer.

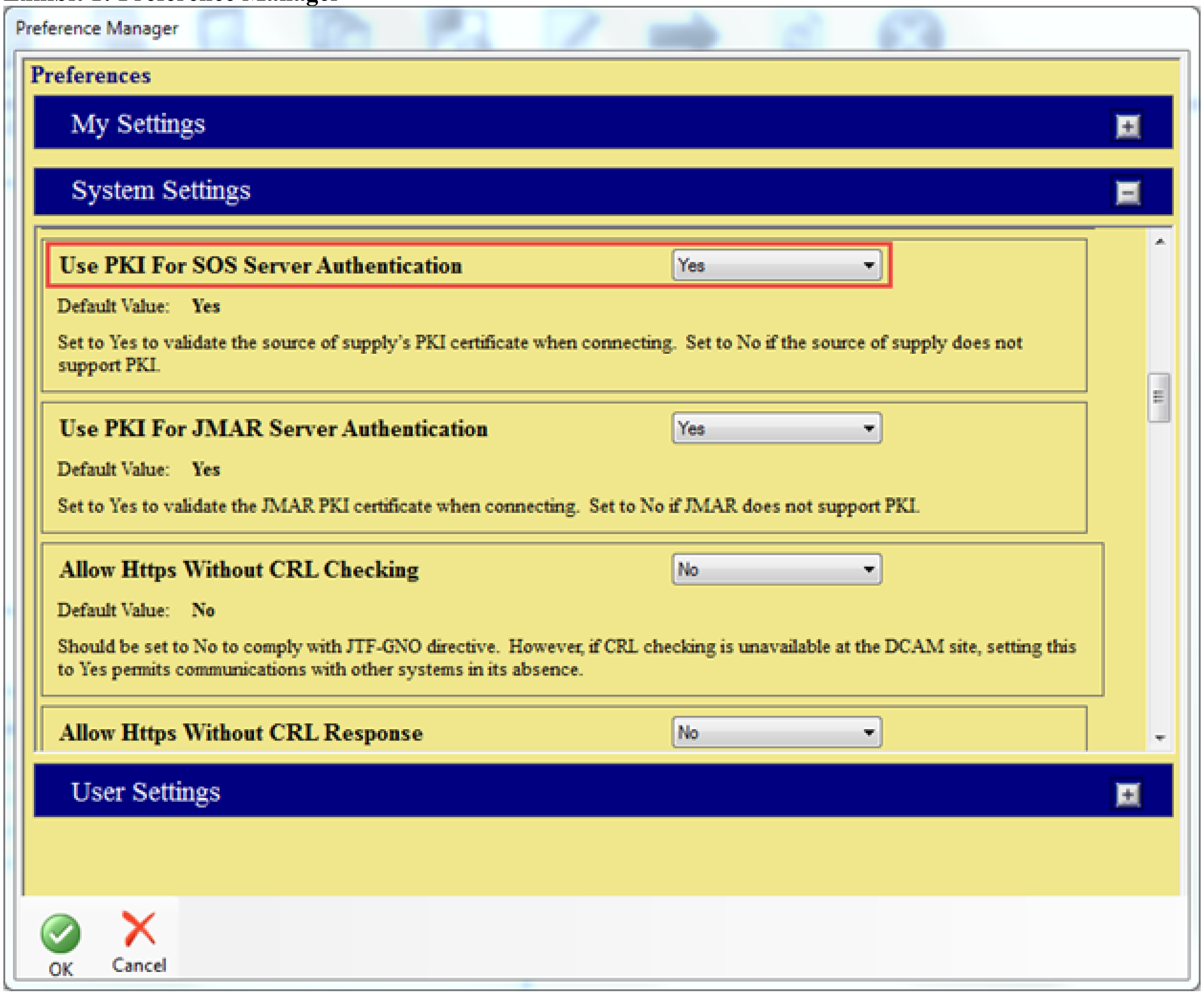
Step 1: A computer administrator **must** create a certificate request.
Step 2: The computer administrator passes the certificate request to a **PKI Trusted Agent (TA)** or **Nominated Server Administrator (SA)** who will request a certificate from the appropriate Certificate Authority (CA).
Step 3: Once the certificate has been created either the **PKI TA** or **nominated SA** can download the certificate from the CA website.
Step 4: The computer administrator installs the certificate on the DCAM computer.

CONFIGURE DCAM PROGRAM

The DCAM User Manual Help Section 2 – Getting Started topic contains information on configuring the program. You can access Help by choosing Help from the tool bar menu and then Contents. This document focuses on how to configure the program to use PKI (certificate) authentication and how to configure the Source of Supply.

Step 1: Choose the following menu option: Utilities > Setup > Preferences.
Step 2: Using the image below as a guide, click on the “System Settings” option and scroll down until you see “Use PKI for SOS Server Authentication” and choose Yes.

Exhibit 1: Preference Manager

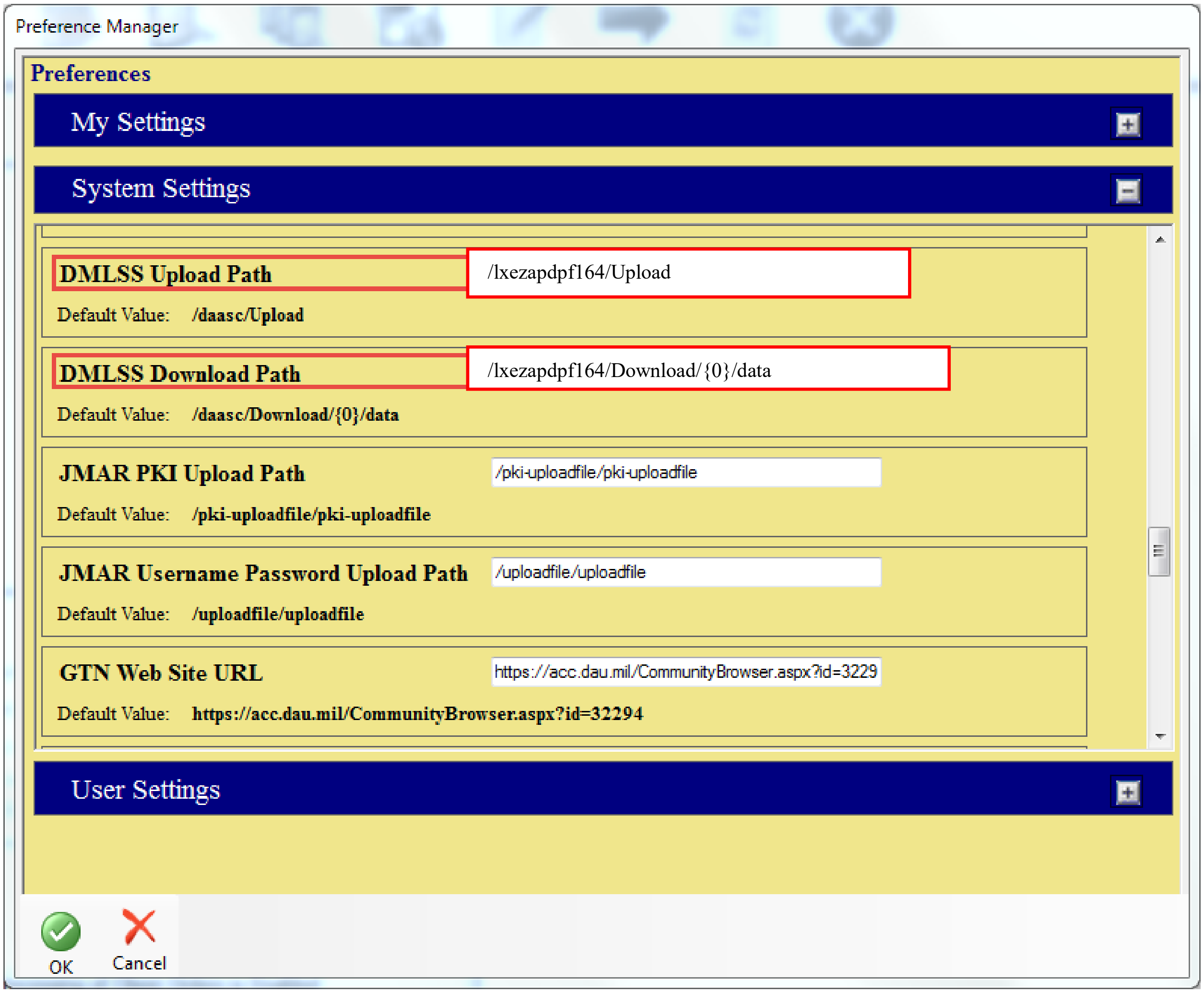


Step 3: Using the image below as a guide, scroll down until you see "DMLSS Upload Path" and enter the information below EXACLY AS SHOWN. Do not forget the leading forward slash in each field and pay attention to capitalized letters.

Host name for the TLAMM-P is:

DMLSS Upload Path: /lxezapdpf164/Upload

DMLSS Download Path: /lxezapdpf164/Download/{0}/data



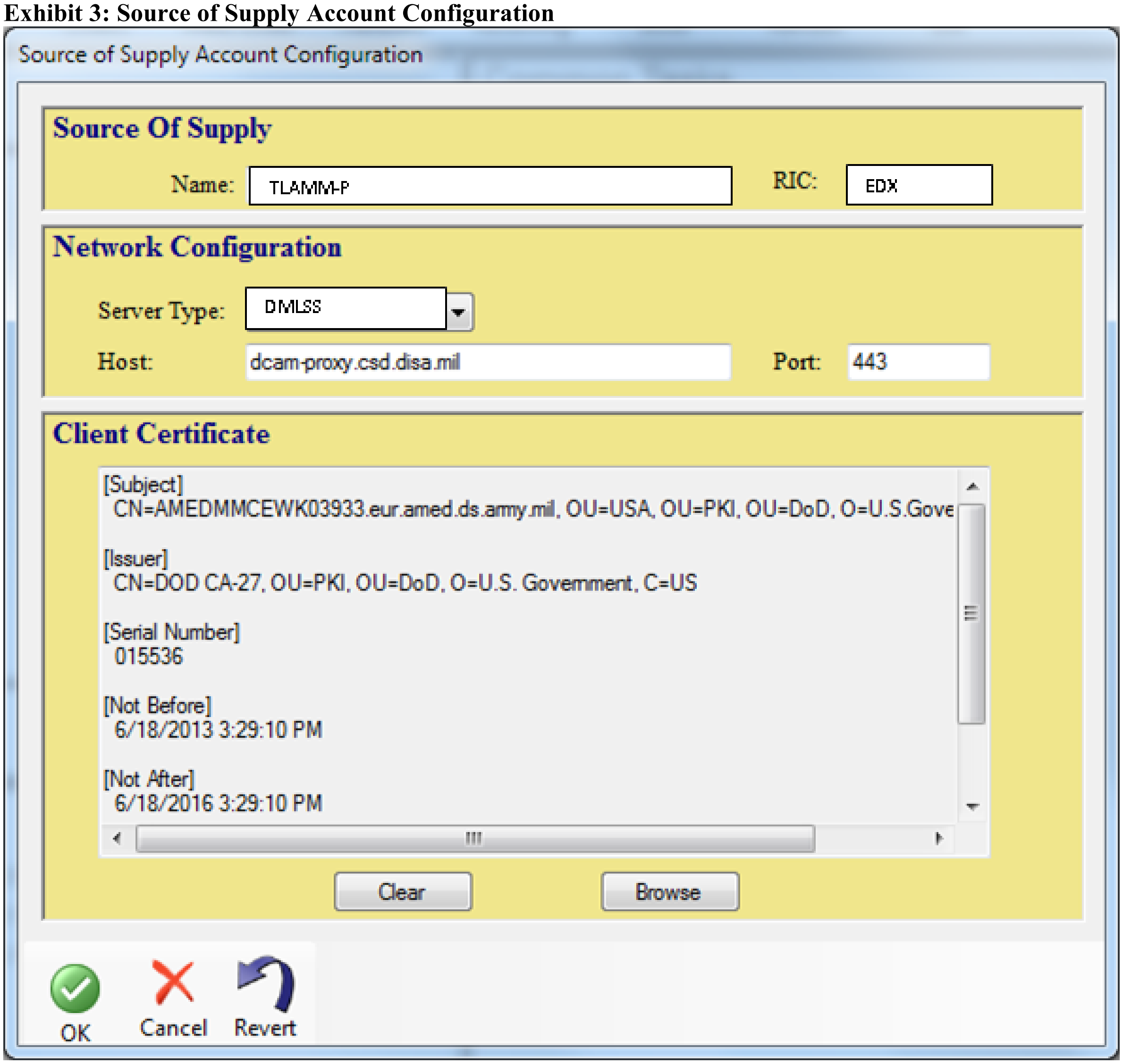
Step 4: Click the OK button.

Attachment 4 – SOURCE OF SUPPLY SET-UP

This section covers setup for DCAM to DMLSS, TEWLS, or TAMMIS via HTTPS. Your supply activity provides most of the information required to complete this screen.

Step 1 On the **Utilities** menu, select **Setup**, and click **Source of Supply**. The **Source of Supply Account Configuration** window displays. There are three groupings to enter information: Source of Supply, Network Configuration, and Credentials.

Exhibit 3: Source of Supply Account Configuration



Step 2 In the Source of Supply pane, type the **Name** of your supply activity.

Step 3 Type the supplier's **RIC** (Routing Identifier Code). TLAMM-P RIC is **EDX**

Step 4 In the Network Configuration pane, select **DMLSS** from the **Server Type** drop-down list.

Step 5 Enter your supplier's **Host** name or IP address, dcam-proxy.csd.disa.mil <u>or</u> the IP address for the DISA proxy (TLAMM-P IP is **Primary 158.15.127.62 Alternate 214.22.92.75)**. The Host Name can be the IP address or fully qualified domain name, depending on the local setup. **Note:** You can use the IP address in the Host Name field but sometimes in theater, non-routable IP addresses are used and the host name or fully qualified domain name is required to connect through a firewall.

Step 6 Type **443** in the **Port** box unless specifically directed otherwise by your Information Assurance Officer

Client Certificate: Note that this step cannot be completed until the certificate has been installed on your computer. Once that has been done click on the Browse button and choose the certificate the computer administrator installed for you.

Step 8 Click **OK** to save.

Finish configuring the program as outlined in the DCAM Help Section 2 – Getting Started guide.

NOTE: If an account needs to be modified return and select "Update". For more detailed information please read the DMLSS Customer Assistance Module (DCAM) v4.10.1 dated 15 May 2017

Attachment 5 –TAC FUNDS VERIFICATION / AUTHORIZATION FORM

Transportation Account Code Funds Verification & Use Authorization Form

Purpose: *The unit/organization directing cargo movement will coordinate to have the appropriate resource advisor (RA) complete this form to provide a written authorization to use their Line of Accounting (LOA) and associated Transportation Account Code (TAC) for specific shipments for a specified time period. The shipping customer will provide this completed/signed form to the servicing transportation office prior to requesting a movement/shipment.*

1. From: Shipping customer (unit/organization) that is requesting cargo movement

A. Request Date

B. POC (rank/name)

C. POC Phone

D. Command / Organization

E. UIC

F. Address

G. City

H. State

I. Zip Code

J. POC Email

K. Description of requested shipment(s)

L. Estimated Cost

2. Thru: Resource Advisor (RA)/Funds Manager (FM) or Comptroller authorizing use of a specified TAC and certifying fund availability

A. Command / Organization:

B. OA

C. Certifying RA Name

E. RA Telephone

D. Certifying RA Position

F. RA Email

G. Address

H. City

I. State

J. Zip Code

K. This Certification is valid for:

- One Shipment — Originating before
- Multiple Shipments — Originating before

L. Authorized TAC

M. Special instructions and/or shipment restrictions

N. RA Signature

O. Date

Attachment 5 - TAC FUNDS VERIFICATION / AUTHORIZATION FORM (Continued)

INSTRUCTIONS

Purpose: Accompanying instructions for completing the Funds Verification & Use Authorization form, dated 05 May 2011. All entries are mandatory. Transportation Offices (TO) will reject incomplete forms.

Section 1. The shipping customer is the unit/organization that is requesting cargo movement. The shipping customer is responsible for completing section 1A - 1L. Once Section 1 is complete, the shipping customer will coordinate with their Resource Advisor or Funds Manager (FM) to ensure funding is available for the requested shipment(s). The shipping customer provides the form to the servicing TO once the FM authorizes the use of a TAC and certifies funds availability for the shipment(s). The TO will acknowledge receipt of the form. Both the shipping customer and TO will retain a copy for five years.

Block 1A: enter date initiating the request for funds verification and TAC use authorization.

Blocks 1B-1J: POC information for the requested shipment(s). This is the person that the RA/FM, Transportation Office (TO), Port or anyone can contact to resolve questions concerning the shipment(s).

Block 1K: Provide specifics of the shipment(s) such as: item(s) name/description, quantity, authorized to/from shipping/receiving locations, purpose, etc.

Block 1L. Provide cost estimate for shipment(s). (See Single Mobility System 9.7 on SDDC webpage at: https://sms.transcom.mil/sms-perl/smswebstart.pl for tools and information to develop transportation cost estimates)

Section 2. The RA/FM authorizes the use of a specified TAC and certifies funds availability for the requested shipment(s). Exception: attach a Memo/Order to this form in lieu of completing section 2 when a higher level command/organization directs the shipment and provides the TAC/funding information.

Block 2A. RA/FM command/organization name.

Block 2B. RA/FAM Operating Agency (OA) - 2 digit

code Block 2C-2J. R A / F M POC information

Block 2K. R A / FM certifies that this form is for one or multiple shipments and enters the expiration date (shipments must originate before this date.) For multiple shipment requests, this date cannot exceed ninety days from the request date.

Block 2L. RA/FM enters 4-digit TAC authorized for the shipment(s). The source for determining valid TACs is the Transportation Global Edit Table (TGET) on the internet located at https://beis.csd.disa.mil/beis-html/frontpage-pki.html .

Block 2M. R A / FM enters any special instructions and/or shipment restrictions. Use a continuation sheet if additional space required.

Block 2N. R A / FM electronically signs form. Hard copy signatures approved if necessary.

Block 2O. The date is automatically entered on form.

Attachment 6 – RESOURCES AND ADDITIONAL TRIANING

AFMAN 41-209: Air Force Manual on Medical Logistics Support

AFMLO TLAMM Reachback Webportal training can be found on
https://medlog.us.af.mil/

DCAM training can be found on

https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

DLA Medical Master Catalog:
https://www.medical.dla.mil/Portal/Homepages/MedicalMasterCatalog.aspx

DMLSS training can be found on

https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

DoD 4525.6-M: Department of Defense Postal Manual

NOSTRA: Optical fabrication website.
https://www.med.navy.mil/sites/nostra/Pages/default.aspx

Electronic Catalog (ECAT) System:
https://www.medical.dla.mil

Medical Master Catalog (MMC):
https://www.medical.dla.mil

Medical Product Data Bank (MedPDB):
https://www.medical.dla.mil
Live DoD Database to find items that other bases have ordered Med/Surg items

Attachment 7

Air Force Theater Lead Agent for Medical Materiel (TLAMM) Support Users' Guide

Version 5

Air Force Medical Operations Agency

Medical Logistics Division

693 Neiman Street, Suite 100 East
Fort Detrick, MD 21702-5006

Table of Contents

Air Force Theater Lead Agent for Medical Materiel Support (TLAMM) provides a method for deployed personnel to request supplies and equipment through the Air Force Medical Logistics web site.

Requesting TLAMM Support

Navigate to the Readiness page and locate TLAMM-Southcom or TLAMM-Pacific section for contact information. Contact the location supporting your AOR.

Theater Lead Agent For Medical Material-Southcom

Commercial: 210-925-1353 or 210-925-1354
DSN: 945-1353 or 945-1354

Emergency 24 Hours:
Commercial: 210-367-9153
Email: usaf.jbsa.afmoa.mbx.sgalw-reachback@mail.mil

- TLAMM-S Documents
- TLAMM-S Reachback

TLAMM-Southcom is located at San Antonio, Texas.

TLAMM-Pacific is located at Kadena Air Base, Japan.

Theater Lead Agent For Medical Material-Pacific

COMM: 011-81-611-730-1505
Mobile: 011-81-80-6481-1542
DSN: 630-1505

Emergency 24 Hours:
COMM: 011-81-080-6481-1542
Email: usaf.kadena.18-mdg.mbx.tlamm@mail.mil

- TLAMM-P Documents
- TLAMM-P Reachback

Figure 1 TLAMM Contact Information

Understanding the Icons

Clear/Reset	Help User Help Documentation
Open/Close Grids	Remove/Delete
Close Window	Save/Add Record

Page 1 of 2 Displaying Users 1 Paging

Requesting TLAMM Reachback Application Access

Before requesting access to the TLAMM Reachback application all customers must register to the Air Force Medical Logistics website, https://medlog.us.af.mil. Complete the Site Setting form and click the "Submit Data" button. Wait for the account to be activated (Monday to Friday 0730-1630). An email will be forwarded to you once your account is activated.

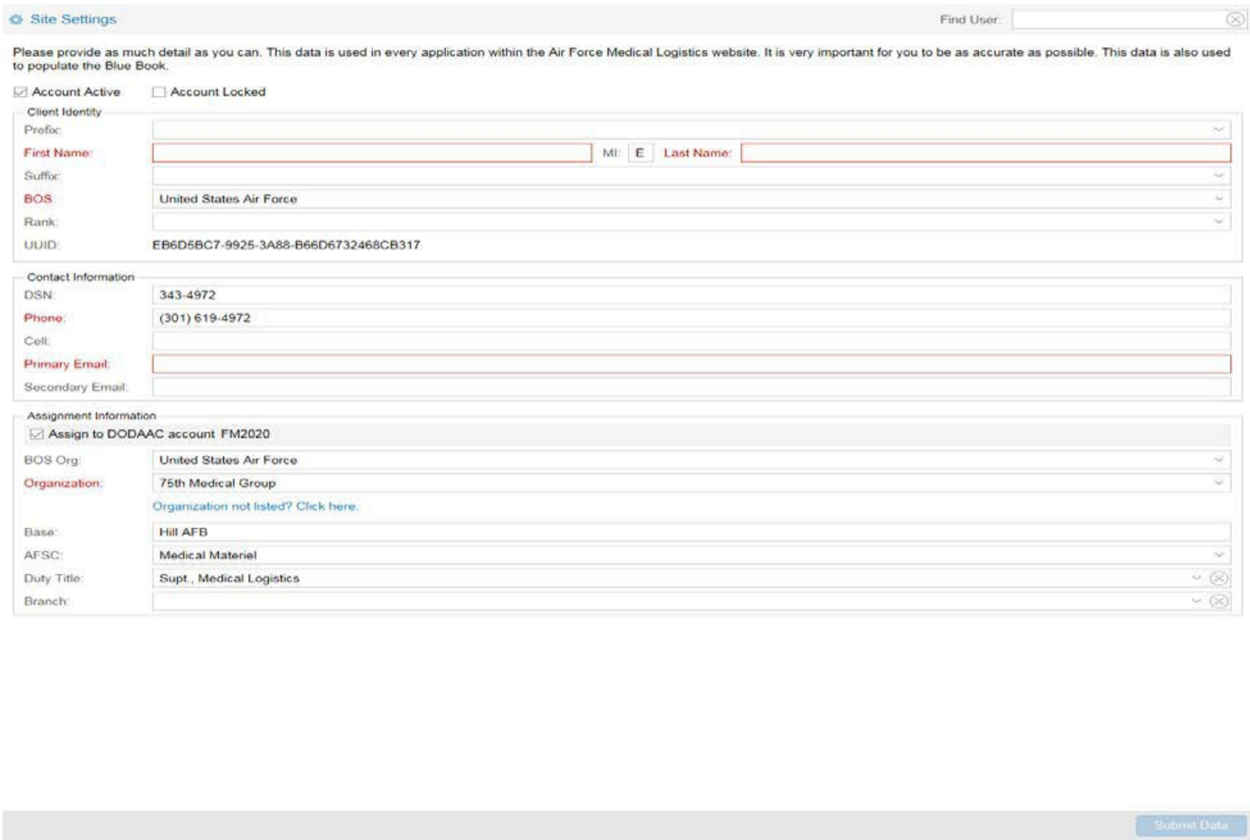


Figure 2, Site Settings (User Profile)

Once your account is activated you can request access to the application. Locate the "TLAMM Reachback" link on the right side of the Home or Readiness page under "My Apps".

Customer TLAMM Reachback

A TLAMM Reachback Administrator must assign the user to a customer account. Once an administrator has assigned a user to an account, confirmed by email or telephone, click on the "**TLAMM Reachback" application link.**

Customer Order List

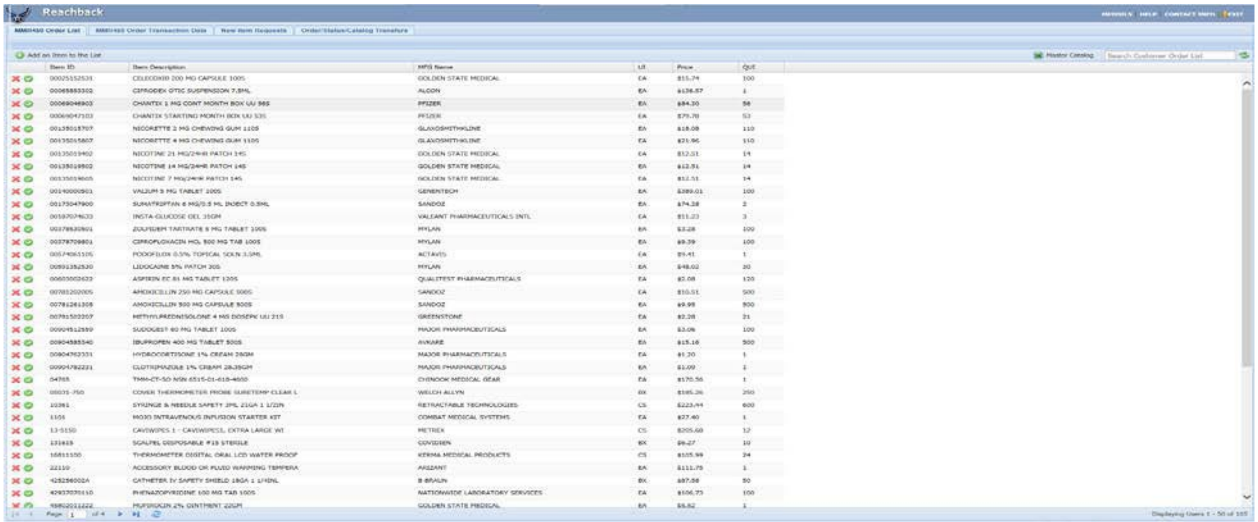


Figure 3, Customer Order List

Click Add an Item to the List and the Search Master Catalog box will open. Enter an Item ID or Item Description.

Figure 4, Search Master Catalog

The system will respond with a list of items that matches the criteria entered. Select the desired item and the system will give you the option to order the item, cancel, or continue to add the item to your customer order list. Note: Items ordered are automatically added to the customer order list.

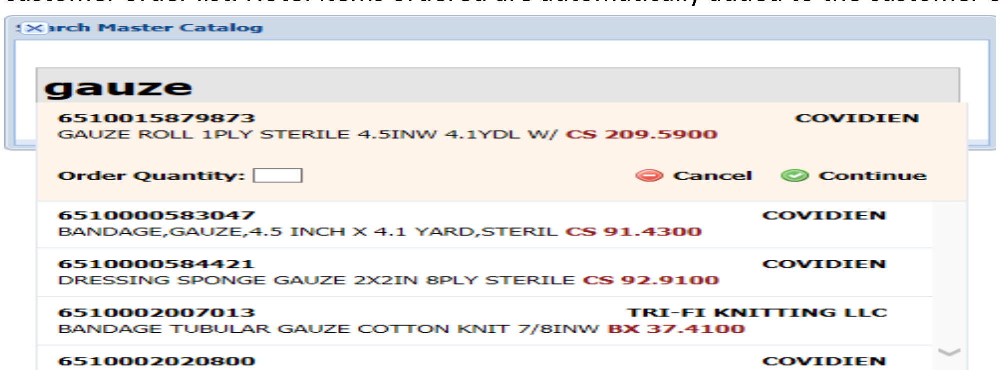


Figure 5, Search Master Catalog Select/Order

To remove an item from the Customer Order List . Click to order an item. The order entrybox will appear. Enter your quantity and clickOK.

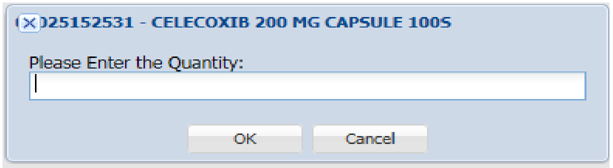
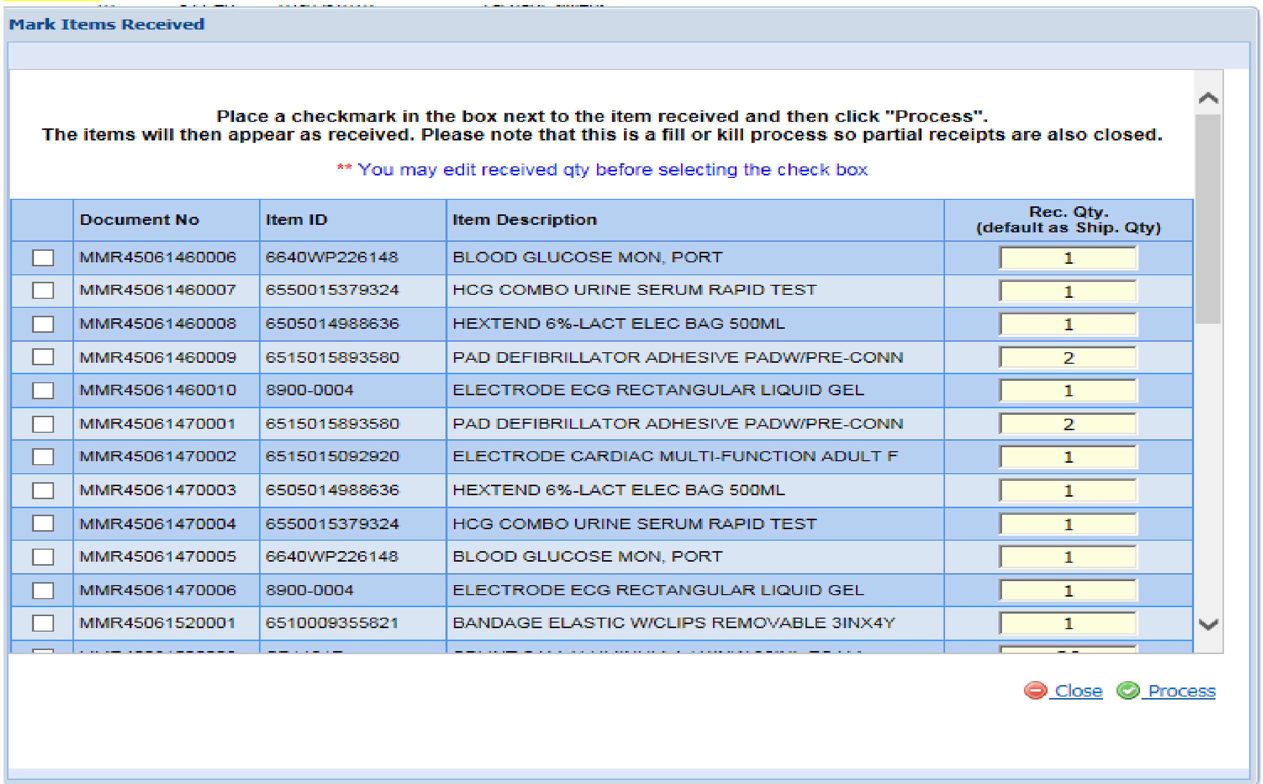


Figure 6, Enter Order Quantity

Note: The “Mark Items Received” window will appear when items have been shipped 30 days or more and have not been received upon entry into the application. These records may be received in the window or later in the Customer Order Transaction Data window (see instructions under Shipped Status). Follow the instructions provided in the Mark Items Received window.



	Document No	Item ID	Item Description	Rec. Qty. (default as Ship. Qty)
	MMR45061460006	6640WP226148	BLOOD GLUCOSE MON, PORT	1
	MMR45061460007	6550015379324	HCG COMBO URINE SERUM RAPID TEST	1
	MMR45061460008	6505014988636	HEXTEND 6%-LACT ELEC BAG 500ML	1
	MMR45061460009	6515015893580	PAD DEFIBRILLATOR ADHESIVE PADW/PRE-CONN	2
	MMR45061460010	8900-0004	ELECTRODE ECG RECTANGULAR LIQUID GEL	1
	MMR45061470001	6515015893580	PAD DEFIBRILLATOR ADHESIVE PADW/PRE-CONN	2
	MMR45061470002	6515015092920	ELECTRODE CARDIAC MULTI-FUNCTION ADULT F	1
	MMR45061470003	6505014988636	HEXTEND 6%-LACT ELEC BAG 500ML	1
	MMR45061470004	6550015379324	HCG COMBO URINE SERUM RAPID TEST	1
	MMR45061470005	6640WP226148	BLOOD GLUCOSE MON, PORT	1
	MMR45061470006	8900-0004	ELECTRODE ECG RECTANGULAR LIQUID GEL	1
	MMR45061520001	6510009355821	BANDAGE ELASTIC W/CLIPS REMOVABLE 3INX4Y	1

Figure 7, Mark Items Received

Master Catalog

The Master Catalog contains all the items carried by the TLAMM. It contains the Item ID, Item Description, Unit of Sale (UI), Price, Catalog Number, and Manufacturer Name.

A	B	C	D	E	F
Item ID	Item Description	UI	Price	Catalog Number	MFG Name
00002322730	STRATTERA 10 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002322830	STRATTERA 25 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002322930	STRATTERA 40 MG CAPSULE 30S	EA	84.93		ELI LILLY
00002323830	STRATTERA 18 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002323930	STRATTERA 60 MG CAPSULE 30S	EA	84.93		ELI LILLY
00006489700	PEDVAXHIB VACCINE VIAL 0.5ML	EA	166.92		MERCK
00009519002	DETROL LA 2 MG CAPSULE 90S	EA	264.21		PFIZER
00023916330	RESTASIS 0.05% EYE EMULSIONS	EA	120.17		ALLERGAN
00025152531	CELECOXIB 200 MG CAPSULE 100S	EA	15.74		GOLDEN STATE MEDICAL
00026874069	LEVITRA 20 MG TABLET 30S	EA	742.00		GLAXOSMITHKLINE
00046110081	PREMARIN 0.3 MG TABLET 100S	EA	301.96		PFIZER
00046110511	PREMPRO 0.3 MG-1.5 MG TABLET UU 28S	EA	103.55		PFIZER
00065853302	CIPRODEX OTIC SUSPENSION 7.5ML	EA	136.57		ALCON
00069421030	VIAGRA 50 MG TABLET 30S	EA	176.14		PFIZER
00074307490	NIACIN ER 500 MG TABLET 90S	EA	14.01		ZYDUS PHARMACEUTICALS USA
00074663734	SODIUM BICARB 8.4% ABBOJECT 50ML	EA	97.46	6637-34	HOSPIRA
00078037205	METHYLPHENIDATE ER 40 MG CAP 100S	EA	129.73		SANDOZ
00078040605	AMLODIPINE-BENAZEPRIL 5-20 MG 100S	EA	5.68		SANDOZ
00078042405	RITALIN LA 10 MG CAPSULE 100S	EA	537.83		NOVARTIS
00078043105	DEXMETHYLPHENIDATE ER 10 MG CP 100S	EA	133.31		SANDOZ
00078047661	KETOTIFEN FUM 0.025% EYE DROPS 5ML	EA	5.12		AKORN
00078049305	DEXMETHYLPHENIDATE ER 15 MG CP 100S	EA	54.80		SANDOZ
00078051105	CARBAMAZEPINE ER 200 MG TABLET 100S	EA	27.92		SANDOZ
00093117410	PENICILLIN VK 500 MG TABLET 1000S	EA	152.15		CITRON PHARMA
00093416173	AMOXICILLIN 400 MG/5 ML SUSP 100ML	EA	7.52		TEVA PHARMACEUTICAL INDUSTRIES LTD
001203	MASK OXYGEN NON-REBREATHER ADULT VINYL W	CS	67.78	001203	CAREFUSION
00126008802	SF 1.1% GEL 56GM	EA	8.73		CYPRESS PHARMACEUTICAL
00169185250	NOVOFINE 30G X 1/3 NEEDLES 100S	EA	16.44		NOVO NORDISK
00169750111	NOVOLOG 100 UNIT/ML VIAL 10ML	EA	24.13		NOVO NORDISK
00173064360	LAMOTRIGINE 150 MG TABLET 60S	EA	4.99		AVKARE
00173071820	FLOVENT HFA 44 MCG INHALER 10.6GM	EA	20.46		GLAXOSMITHKLINE
00173072020	FLOVENT HFA 220 MCG INHALER 12GM	EA	42.41		GLAXOSMITHKLINE
00173073601	SUMATRIPTAN SUCC 50 MG TABLET 9S	EA	9.32		MYLAN
00185007260	LOVASTATIN 20 MG TABLET 60S	EA	3.48		SANDOZ
00185007460	LOVASTATIN 40 MG TABLET 60S	EA	5.12		SANDOZ
00185011101	DEXTROAMP-AMPHETAMIN 10 MG TAB 100S	EA	27.74		SANDOZ
00185012201	NITROFURANTOIN MONO-MCR 100 MG 100S	EA	61.91		ALVOGEN
00185040401	DEXTROAMP-AMPHETAMIN 30 MG TAB 100S	EA	27.74		SANDOZ
00186198804	PULMICORT 0.25 MG/2 ML RESPUL UD 2ML	EA	137.86		ASTRAZENECA
00186198904	BUDESONIDE 0.5 MG/2 ML SUSP UD 2ML	EA	110.93		NEPHRON PHARMACEUTICALS
00186502054	NEXIUM DR 20 MG CAPSULE 90S	EA	514.21		ASTRAZENECA
002444	NEBULIZER 7FT OXYGEN TUBING 10ML PEDIATR	CS	83.94	002444	VYAIRE MEDICAL
00245002322	AMLACTIN 12% LOTION 225GM	EA	11.79		UPSHER-SMITH LABS
00245007111	UROCIT-K SR 10 MEQ TABLET UU 100S	EA	29.10		MISSION PHARMACAL
00299382060	METROGEL TOPICAL 1% GEL 60GM	EA	176.54		GALDERMA LABS
00378204201	BROMOCRIPTINE 2.5 MG TABLET 100S	EA	29.43		MYLAN

Figure 8, Master Catalog EXCEL Output

Search Orders

The Search Orders filter box provides a method to search the customer order list by entering Item ID, Item Description, or Manufacturer Name for the selected Customer Order Transaction Data type.

Customer Order Transaction Data

The Order Transaction Data window provides the customer with an opportunity to review and update their orders.

Submitted

Submitted status items have been accepted in the application from the order list or new item request.

Reachback

MMR450 Order List | MMR450 Order Transaction Data | New Item Requests | Order/Status/Catalog Transfers

Submitted

Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By
00069047103 CHANTIX STARTING MONTH BOX UU 53S									
MMR45072680003	00069047103	CHANTIX STARTING MONTH BOX UU 53S	EA	PFIZER		4	$79.78	09-25-2017	Howard Dildy
00135019402 NICODERM CQ 21 MG/24HR PATCH 14S									
MMR45071020001	00135019402	NICODERM CQ 21 MG/24HR PATCH 14S	EA		00135019402	3	$42.64	04-12-2017	Timothy Platz
00135019402 NICOTINE 21 MG/24HR PATCH 14S									
MMR45072680004	00135019402	NICOTINE 21 MG/24HR PATCH 14S	EA	GOLDEN STATE MEDICAL		2	$12.51	09-25-2017	Howard Dildy
00140000501 VALIUM 5 MG TABLET 100S									
MMR45072680005	00140000501	VALIUM 5 MG TABLET 100S	EA	GENENTECH		1	$389.01	09-25-2017	Howard Dildy
00574061105 PODOFILOX 0.5% TOPICAL SOLN 3.5ML									
MMR45072680006	00574061105	PODOFILOX 0.5% TOPICAL SOLN 3.5ML	EA	ACTAVIS		6	$9.41	09-25-2017	Howard Dildy

Figure 9, Customer Transaction Data - Submitted

Processed

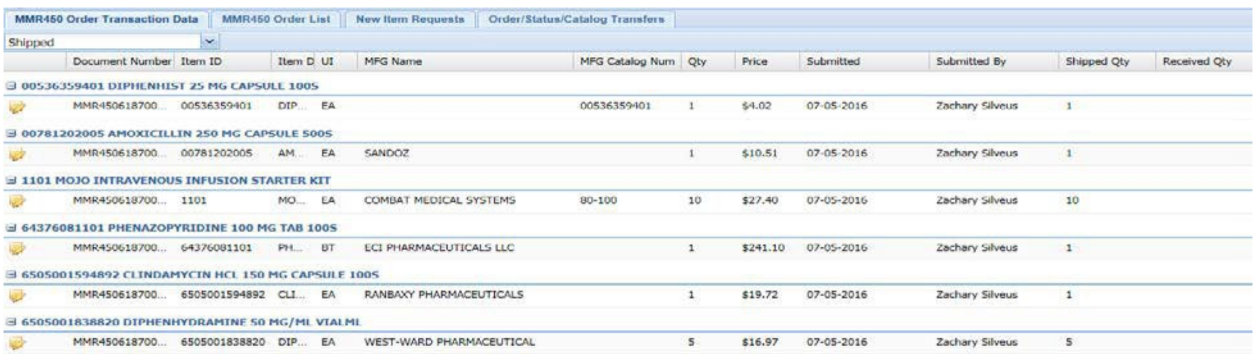
Processed status items have been transferred electronically to DMLSS for procurement/issue and are provided for information only.

Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By
⊟ (6505009820288) ERYTHROMYCIN 0.5% EYE OINTMENT 3.5GM									
MMR45062550006	(6505009820288)	ERYTHROMYCIN 0.5% EYE OINTMENT 3.5GM	TU	AKORN		5	$12.04	09-11-2016	NaN
⊞ (6505010628010) CYCLOBENZAPRINE 10 MG TABLET 100S									
⊟ 00025152531 CELECOXIB 200 MG CAPSULE 100S									
MMR45062650003	00025152531	CELECOXIB 200 MG CAPSULE 100S	EA	GOLDEN STATE MEDICAL		1	$15.74	09-21-2016	NaN
⊟ 00065853302 CIPRODEX OTIC SUSPENSION 7.5ML									
MMR45062130003	00065853302	CIPRODEX OTIC SUSPENSION 7.5ML	EA	ALCON		2	$136.57	07-31-2016	Zachary Silveus
⊟ 00069046903 CHANTIX 1 MG CONT MONTH BOX UU 56S									

Figure 10, Customer Transaction Data - Processed

Shipped

Shipped Status items have transportation information entered by the TLAMM administrator after the item has been processed in DMLSS. The customer may click to receiveshipped items.



	Document Number	Item ID	Item D	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By	Shipped Qty	Received Qty
⊟ 00536359401 DIPHENHIST 25 MG CAPSULE 100S												
	MMR450618700...	00536359401	DIP...	EA		00536359401	1	$4.02	07-05-2016	Zachary Silveus	1	
⊟ 00781202005 AMOXICILLIN 250 MG CAPSULE 500S												
	MMR450618700...	00781202005	AM...	EA	SANDOZ		1	$10.51	07-05-2016	Zachary Silveus	1	
⊟ 1101 MOJO INTRAVENOUS INFUSION STARTER KIT												
	MMR450618700...	1101	MO...	EA	COMBAT MEDICAL SYSTEMS	80-100	10	$27.40	07-05-2016	Zachary Silveus	10	
⊟ 64376081101 PHENAZOPYRIDINE 100 MG TAB 100S												
	MMR450618700...	64376081101	PH...	BT	ECI PHARMACEUTICALS LLC		1	$241.10	07-05-2016	Zachary Silveus	1	
⊟ 6505001594892 CLINDAMYCIN HCL 150 MG CAPSULE 100S												
	MMR450618700...	6505001594892	CLI...	EA	RANBAXY PHARMACEUTICALS		1	$19.72	07-05-2016	Zachary Silveus	1	
⊟ 6505001838820 DIPHENHYDRAMINE 50 MG/ML VIAL ML												
	MMR450618700...	6505001838820	DIP...	EA	WEST-WARD PHARMACEUTICAL		5	$16.97	07-05-2016	Zachary Silveus	5	

Figure 11, Customer Transaction Data - Shipped

The Mark Items Received window, see figure 7, opens after .

Received

Received status provides a list of items previously received for the customer and is provided for information only.

Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By	Shipped Qty	Received Qty
⊟ (6505015544428) VALTREX 500 MG CAPLET 30S											
MMR45061870009	(6505015544428)	VALTREX 500 MG CAPLET 30S	BT	GLAXOSMITHKLINE		1	$363.00	07-05-2016	Zachary Silveus	1	
⊟ 00378075301 FEXOFENADINE HCL 60 MG TABLET 100											
MMR45061870012	00378075301	FEXOFENADINE HCL 60 MG TABLET 100	BT	MYLAN PAHRM	00088-1107-55	1	$59.94	07-05-2016	Zachary Silveus	1	1
⊟ 00904762331 HYDROCORTISONE 1% CREAM 28GM											
MMR45061520008	00904762331	HYDROCORTISONE 1% CREAM 28GM	EA	MAJOR PHARMACEUTICALS		10	$1.20	05-31-2016	Zachary Silveus	10	
⊟ 6505014988636 HEXTEND 6% LACT ELEC BAG 500ML											
MMR45061460004	6505014988636	HEXTEND 6%-LACT ELEC BAG 500ML	CS	HOSPIRA		1	$53.17	05-25-2016	Zachary Silveus	1	1
⊟ 6515015092920 ELECTRODE CARDIAC MULTI-FUNCTION ADULT F											
MMR45061460005	6515015092920	ELECTRODE CARDIAC MULTI-FUNCTION AD...	CS	ZOLL MEDICAL	8900-0006	1	$125.75	05-25-2016	Zachary Silveus	1	1

Figure 12, Customer Transaction Data - Received

Canceled

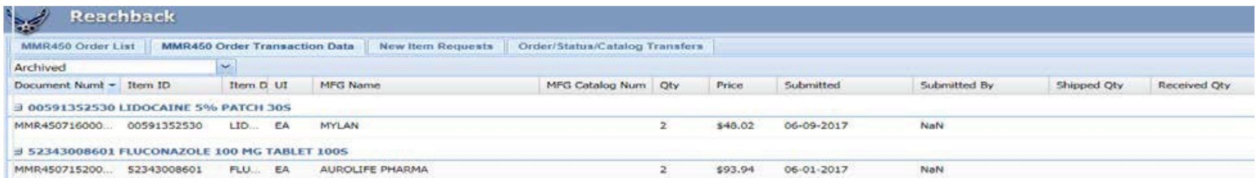
Canceled status provides a list of items previously canceled orders. The customer may archive items previously canceled by clicking .

Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By	Canceled Reason
00173047900 SUMATRIPTAN 6 MG/0.5 ML INJECT 0.5ML										
MMR450626400...	00173047900	SUMATRIPTAN 6 MG/0.5 ML INJECT 0.5ML	EA	SANDOZ		8	$74.28	09-20-2016	NaN	Item is no longer required. 19 Oct 2017...

Figure 13, Customer Transaction Data - Canceled

Archived

Archived status provides a list of items previously canceled or received that has been archived and is provided for information only.

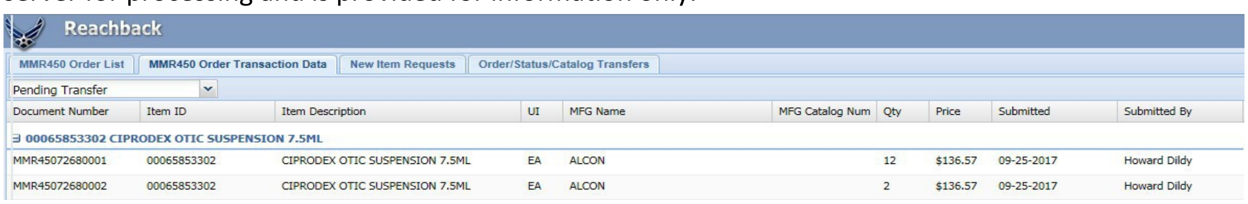


Document Numb	Item ID	Item D	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By	Shipped Qty	Received Qty
00591352530 LIDOCAINE 5% PATCH 30S											
MMR450716000...	00591352530	LID...	EA	MYLAN		2	$48.02	06-09-2017	NaN		
52343008601 FLUCONAZOLE 100 MG TABLET 100S											
MMR450715200...	52343008601	FLU...	EA	AUROLIFE PHARMA		2	$93.94	06-01-2017	NaN		

Figure 14, Customer Transaction Data - Archived

Pending Transfer

Pending Transfer status provides visibility of items that are waiting to be transferred to the DMLSS server for processing and is provided for information only.



Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	Qty	Price	Submitted	Submitted By
00065853302 CIPRODEX OTIC SUSPENSION 7.5ML									
MMR45072680001	00065853302	CIPRODEX OTIC SUSPENSION 7.5ML	EA	ALCON		12	$136.57	09-25-2017	Howard Dildy
MMR45072680002	00065853302	CIPRODEX OTIC SUSPENSION 7.5ML	EA	ALCON		2	$136.57	09-25-2017	Howard Dildy

Figure 15, Customer Transaction Data - Pending Transfer

Customer New Item Requests

New Item Requests is used to order items that are not on the TLAMM's Catalog.

To create a new request click complete the New Item Request Form. If you enter an Item ID that matches a catalog record for the TLAMM a window will open, depicted below, displaying the Item Description. Enter the quantity desired and click ok. If it is not the item desired, click cancel and enter the new item request without entering an Item ID.

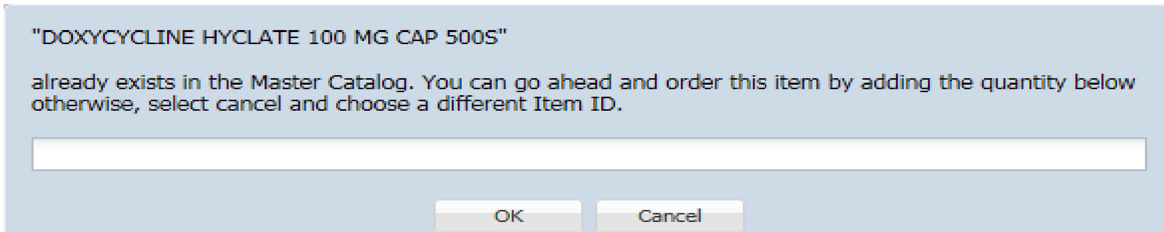
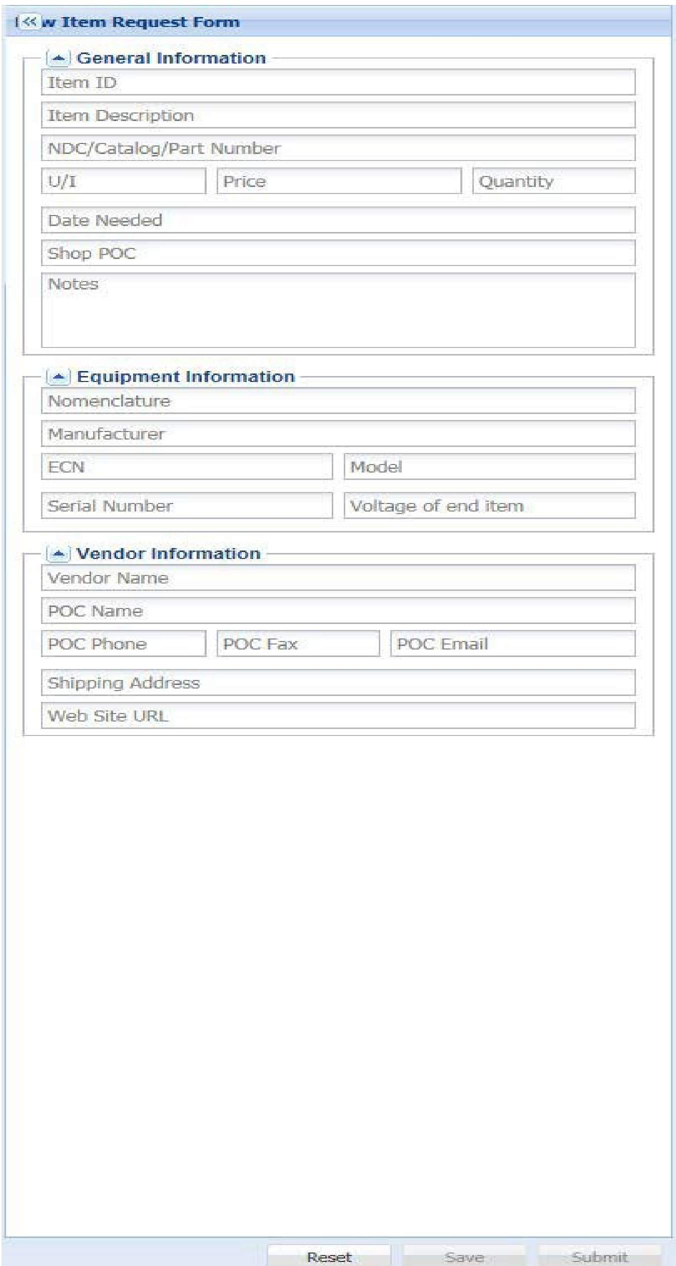


Figure 16, Add Catalog/Order Quantity

If there is no Item ID match, complete the New Item Request Form as follows:



<u>General Information</u>

Item ID – Leave Blank. This field will be completed by the TLAMM when research is complete.
Item Description – Enter descriptive information
NDC/Catalog/Part Number – Critical for ensuring you get the correct item.
U/I – Enter the desire unit of purchase
Price – Enter the estimated price (do not enter $)
Quantity – Enter the quantity desired
Date Needed – Enter the date item desired
Shop POC – Name of person to contact in reference to this item
Notes – Enter any specific guidance/comments

<u>Equipment Information</u> (only need for equipment or supplies used for equipment)

Nomenclature – Enter the equipment nomenclature
Manufacturer – Enter the name of the equipment manufacturer
ECN – Enter the equipment control number
Model – Enter the equipment model number
Serial Number – Enter the equipment serial number

<u>Vendor Information</u>

Vendor Name – Enter the vendor name
POC Name – Enter the point of contact name
POC Phone – Enter the phone number of the vendor's POC
POC FAX - Enter the FAX of the vendor's POC
POC EMAIL - Enter the EMAIL of the vendor's POC
Shipping Address – Enter the vendor's address
Web Site URL – enter the vendor's web address

Figure 17, Customer New Item Request Form and Instructions

The New Item Request will give you an opportunity to continue using the Vendor Data entered if desired by asking the question, “After submitting this request, would you like to preserve the vendor data for an additional request?”. Answer “OK” to reuse the vendor information.

The customer new item request has four states: Saved, Submitted, Processed, and Cancelled.

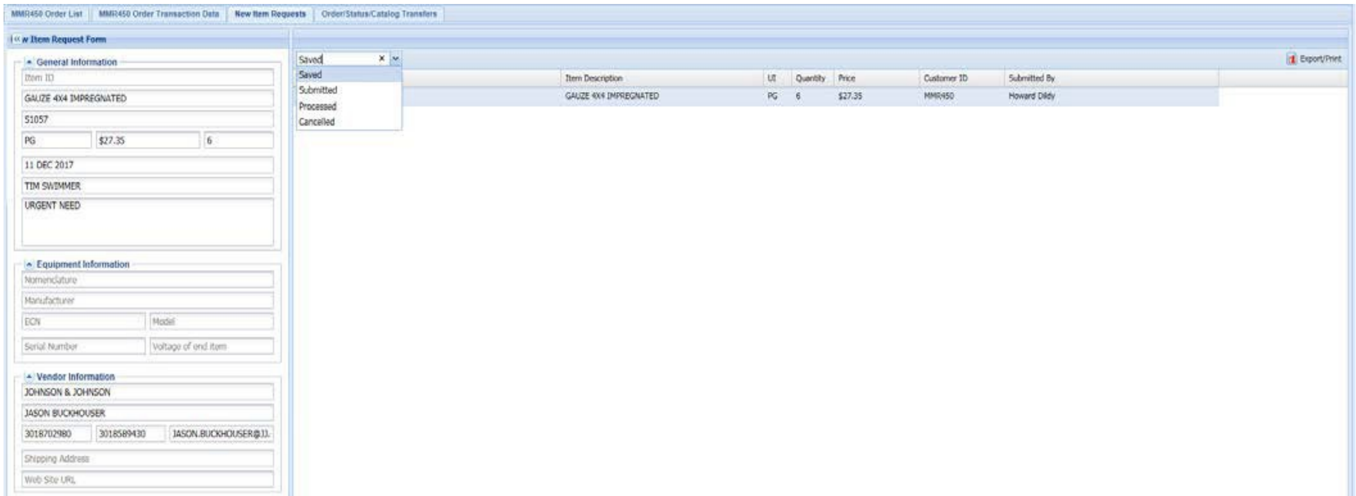


Figure 18, New Item Request

Saved – New Item Requests in this state are editable by the customer and TLAMM administrator. Once the customer is finished editing the request they may click the “Submit” button to send the request to the Submit state for review by the TLAMM Administrator.

Submitted – New Item Requests in this state are editable by the customer and TLAMM Administrator.

Processed – New Item Requests in this state are for view only and have already been processed by the TLAMM administrator.

Cancelled - New Item Requests in this state are for view only and have been cancelled by the customer or TLAMM administrator.

Click Export/Print and the New Item Request will appear as a .PDF document.

Order/Status/Catalog Transfers

The TLAMM Administrator and customer may upload and download status and catalog data from DMLSS in the Order/Status/Catalog.

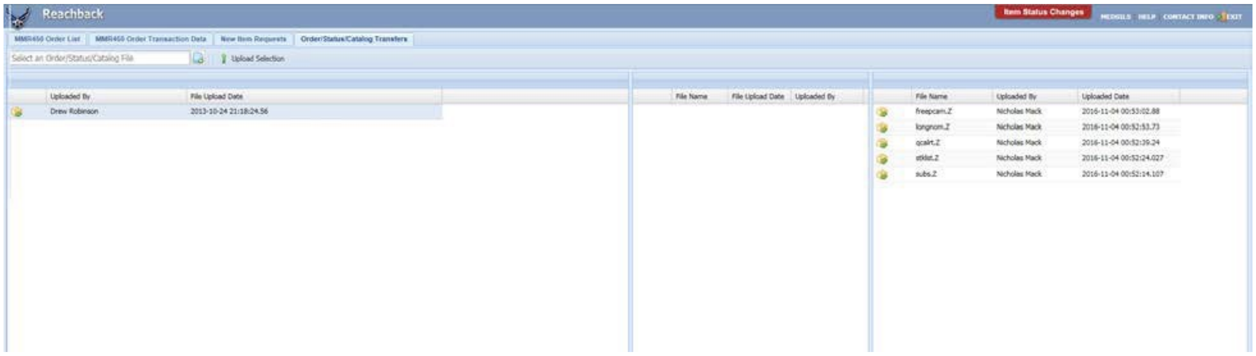


Figure 19, Order/Status/Catalog Transfers

The following files may be uploaded by the customer or TLAMM administrator.
Status.z is a DMLSS/DCAM file that contains status from DMLSS or DCAM.
Subs.z is a DMLSS/DCAM file that contains substitute items from DMLSS or DCAM
Stklst.z DMLSS/DCAM file that contains stocked items (carried in inventory) from DMLSS or DCAM
Qcalrt.z DMLSS/DCAM file that contains quality material complaints from DMLSS or DCAM
Longnom.z DMLSS/DCAM file that contains long nomenclature of stock items from DMLSS or DCAM
Freepcam.z DMLSS/DCAM file that contains items marked as free from DMLSS or DCAM

TLAMM Web Page

Click on the TLAMM WED link to view specific contact, mission, vision, news articles, and documents about your specific TLAMM.

MEDSILS

Click on the MEDSILS link to view the U.S. RMY Medical Department Medical Research and Materiel Command, U.S. Army Medical Materiel Agency web page. It contains a link to the Medical Services Information Logistics System (MEDSILS)

HELP

Provides access to user guidance documents.

Contact Info

Provide user access to Air Force TLAMM contact information.

TLAMM Reachback Administrator Functions

This section covers The TLAMM administrator has access to all functions available to manage and oversee all customer accounts and orders assigned to their respective theatre. The administrator has the following options:

- Order Statuses
- New Item Requests
- Customer Order Lists
- Customer/User Administrator
- TLAMM Web Page Administration

Order Statuses

The TLAMM Administrator may all edit customer requests. Customer Requests go through six statuses: Submitted, Processed, Shipped, Received, Canceled, Archived, and Pending Transfer.

Submitted

Submitted status items have been accepted in the application from the customer order list or from the new item request and are pending review by the TLAMM administrator for processing to the Defense Medical Logistics Standard Support system (DMLSS).

KADENA AB Order Statuses | (1) New Item Requests | Customer Order Lists | Customer/User Administration | Order/Status/Catalog Transfers

Select a specific Customer | Submitted | Process Selected Orders | Previous Orders

Order			Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	NDC/Part #	Qty	Price	Ordered By
012111 1/1 Special Force Group												
			01211172370001	001203	MASK OXYGEN NON-REBREATHER ADULT VINYL 55	CS	CAREFUSION	001203	111	4	$67.78	Howard Dildy
			01211172370002	00168025815	CLOTRIMAZOLE-BETAMETHASONE CRM 15GM	EA	PRASCO LABS			6	$1.97	Howard Dildy
			01211172370003	00186037020	SYMBICORT 160-4.5 MCG INHALER 10.2GM	EA	ASTRAZENECA			2	$200.22	Howard Dildy

Figure 20, TLAMM Order Statuses

The TLAMM administrator may choose to select all, some or none of the request to order by clicking . The next to the customer id and description selects/deselects all request for the customer. The next to the item selects/deselects the specific item.

The TLAMM administrator may choose to cancel an item by . Once the is clicked the following window will

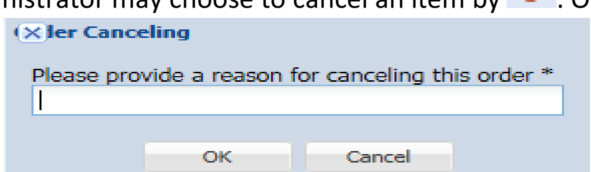


Figure 21, Cancel Order Reason

Enter the reason and click “OK” to cancel the item or click the “Cancel” button if you no longer want to cancel the item.

The administrator may choose to modify the Item ID, Item Description, Quantity, UI (Unit of Sale), and/or Part Number. Click and the Edit Master Catalog Record window will open. Click the “Cancel” button if you no longer want to edit the item.

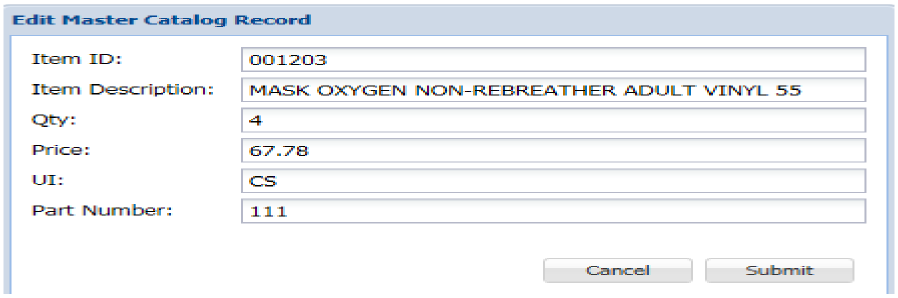


Figure 22, Edit Master Catalog Record

Note: Changes to the Item ID, Item Description, Quantity, UI (Unit of Sale), and/or Part Number in the Edit Master Catalog Record window impacts all Customer Order Lists that contain the item. The change to the quantity is unique for the specific order.

After reviewing the order(s) the TLAMM Administrator will Process Selected Orders. The TLAMM Reachback application will process the orders and in background and forward them to the appropriate TLAMM’s DMLSS server by way of the Defense Automatic Addressing System Center (DAASC). DMLSS checks for the file throughout the day and processes it on a time schedule maintained in DMLSS.

If a file fails to make it to the DMLSS server the TLAMM Administrator can resend the file to DMLSS by Previous Orders.

<u>Processed</u>

Processed status items have been transferred electronically to DMLSS for procurement/issue.

Figure 23, Order Status - Processed

The administrator has the capability to cancel an item and to add shipping information for the processed items.

The TLAMM administrator may choose to cancel by . Once the is clicked the Order Canceling window will appear, see figure 21. Enter the reason and click “OK” to cancel the item or click the “Cancel” button if you no longer want to cancel the item. **PLEASE NOTE THAT THE ITEM HAS BEEN ELECTRONICALLY SENT TO DMLSS SO THE ITEM SHOULD BE CANCELLED IN DMLSS BEFORE TAKING THIS ACTION.**

The TLAMM administrator may choose to enter shipping information by clicking . You must enter the Add New TCN, Ship Date (defaults current date), and Ship Mode. The Shipper Track Number is optional. Place a checkmark next to the item shipped then click “Process” to update the shipping information. Click “Cancel” to close the window without update.

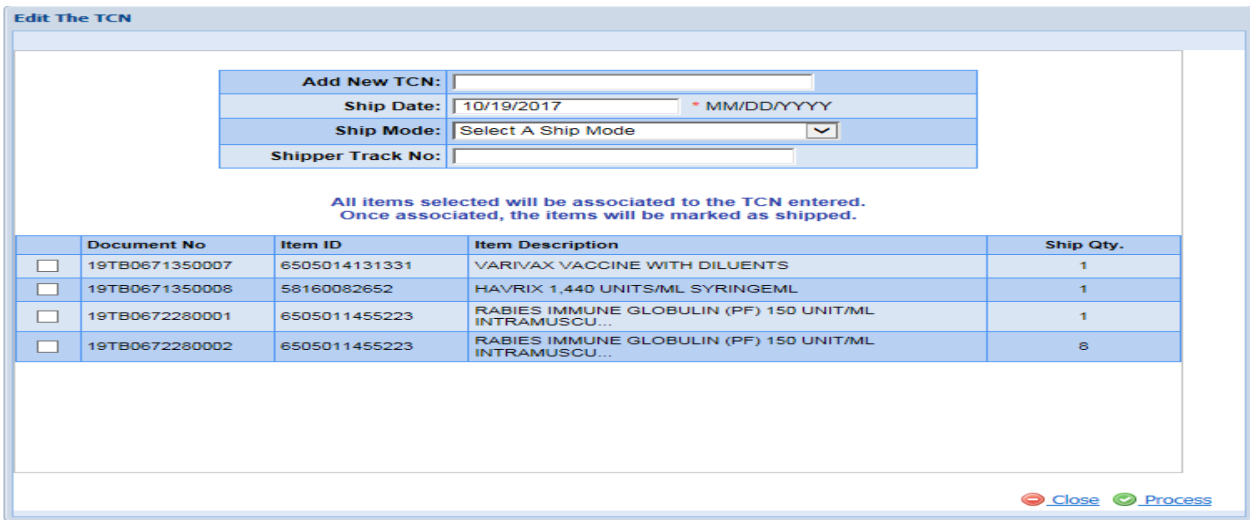


Figure 24, Edit The TCN

<u>Shipped</u>

Shipped status items have transportation information entered by the TLAMM administrator after the item was processed (sent to DMLSS).

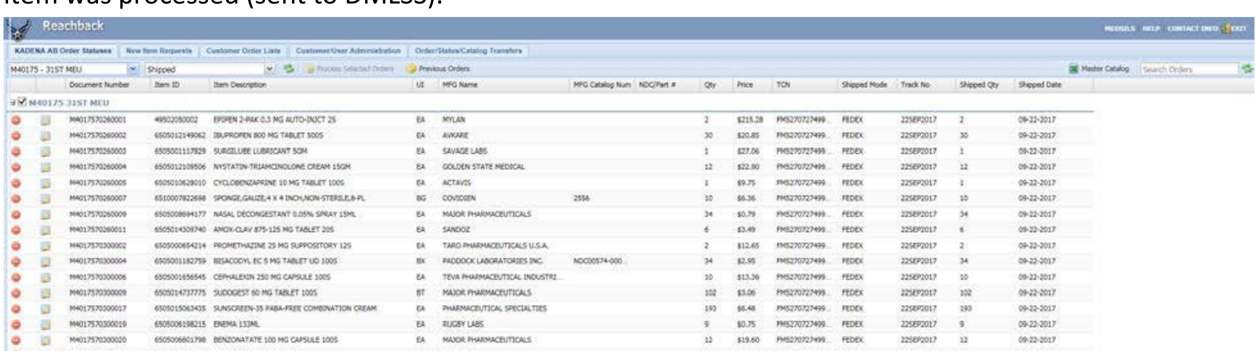


Figure 25, Order Status - Shipped

The TLAMM administrator may choose to cancel . Once the is clicked the Order Canceling window will appear, see figure 21. Enter the reason and click “OK” to cancel the item or click the “Cancel” button if you no longer want to cancel the item. **PLEASE NOTE THAT THE ITEM HAS BEEN ELECTRONICALLY SENT TO DMLSS SO THE ITEM SHOULD BE CANCELLED IN DMLSS BEFORE TAKING THIS ACTION.**

The TLAMM administrator may choose to edit shipping information by clicking . The administrator may choose to modify the TCN, Track Number, Ship Mode, and/or Ship Date in the Edit Shipped Record window. Click “Update” to save the changes. Click the “Cancel” button if you no longer want to edit the items shipped record.

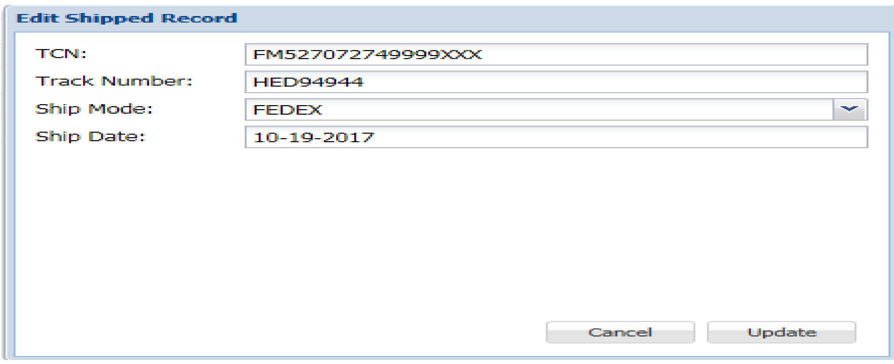
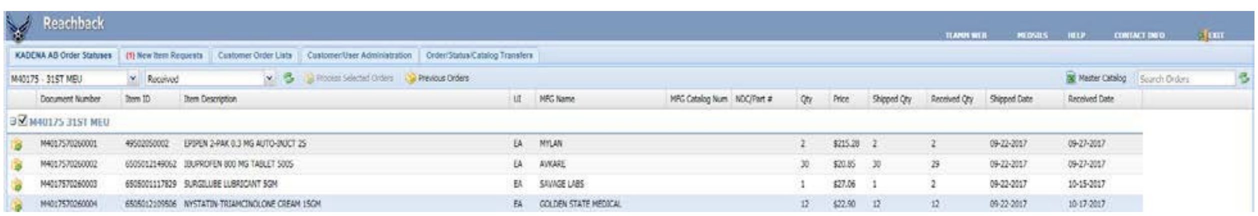


Figure 26, Edit Shipped Record

<u>Received</u>

Received status contain the items that have been marked as received by the TLAMM Reachback customer.



Document Number	Item ID	Item Description	UI	MFG Name	MFG Catalog Num	NDC/Part #	Qty	Price	Shipped Qty	Received Qty	Shipped Date	Received Date
M4017570260001	49502050002	EPIPEN 2-PAK 0.3 MG AUTO-INJCT 2S	LA	MYLAN			2	$215.28	2	2	09-22-2017	09-27-2017
M4017570260002	6505012149062	IBUPROFEN 800 MG TABLET 500S	LA	AVKARE			30	$20.85	30	29	09-22-2017	09-27-2017
M4017570260003	6505001117829	SURGILUBE LUBRICANT 5GM	EA	SAVAGE LABS			1	$27.06	1	2	09-22-2017	10-15-2017
M4017570260004	6505012109506	NYSTATIN-TRIAMCINOLONE CREAM 15GM	EA	GOLDEN STATE MEDICAL			12	$22.90	12	12	09-22-2017	10-17-2017

Figure 27, Order Status - Received

Items will be automatically received after 45 days from the shipping date. The TLAMM administrator may archive the record by . The message, “Are you sure you want to archive?”, will appear. Click “OK” and the record will archive. Click “Cancel” and the item will not archive.

<u>Canceled</u>

Figure 28, Order Status - Canceled

Canceled status contain the items that were not provided due to cancellation. The canceled reason is provided.

<u>Archived</u>

Archived status contain items that have been archived by the administrator. Items will automatically archive 30 days after receipt or cancellation.

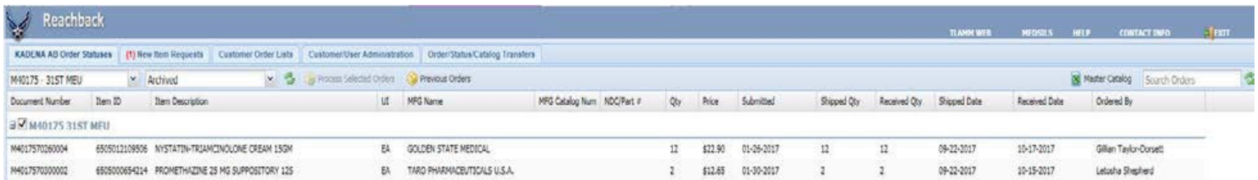
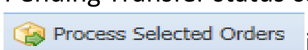


Figure 29, Order Status - Archived

<u>Pending Transfer</u>

Pending Transfer status contain items that have been selected for processing by pressing the 

in the Submitted Status window. The items will remain in the Pending Transfer status for no more than 15 minutes (job processes every 15 minutes).

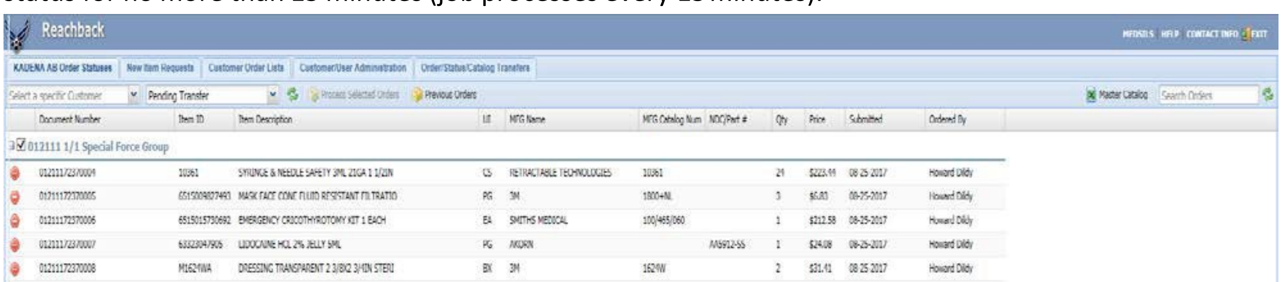


Figure 30, Order Status - Pending Transfer

The administrator has one last chance to cancel an item while in Pending Transfer.

TLAMM New Item Request

The TLAMM administrator reviews and process all customer new item request. The New Item Request is used to order items that are not on the TLAMM's Catalog. The TLAMM administrator may enter New

Item Request for any customer by selecting a customer in the Select Customer dropdown.

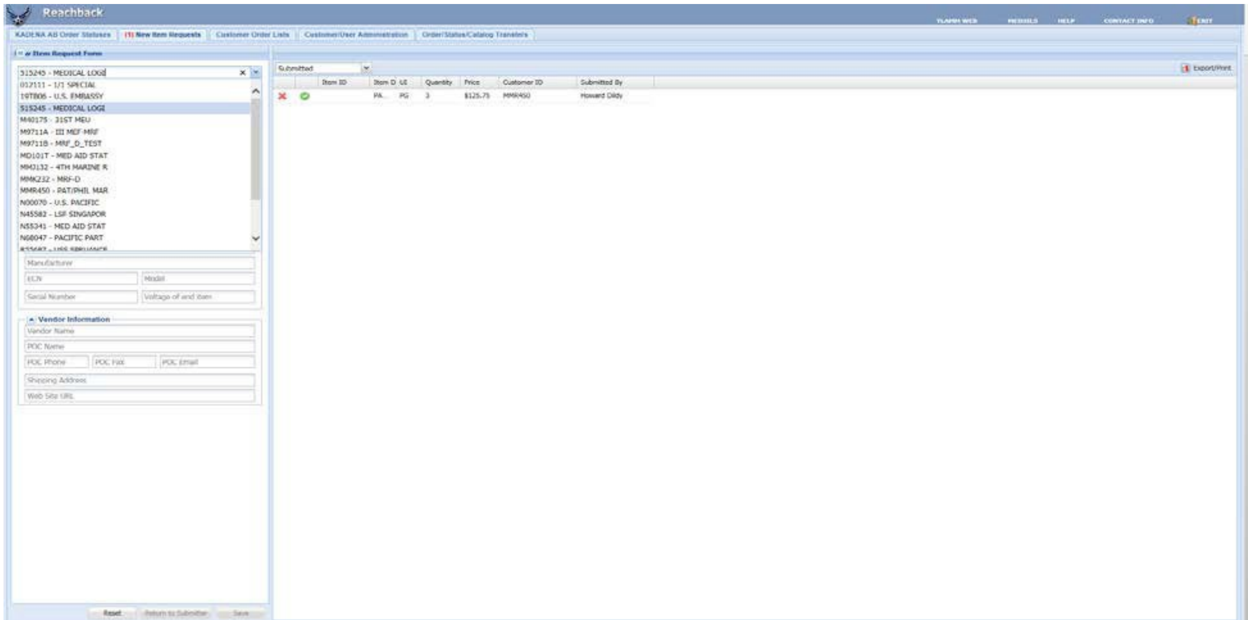
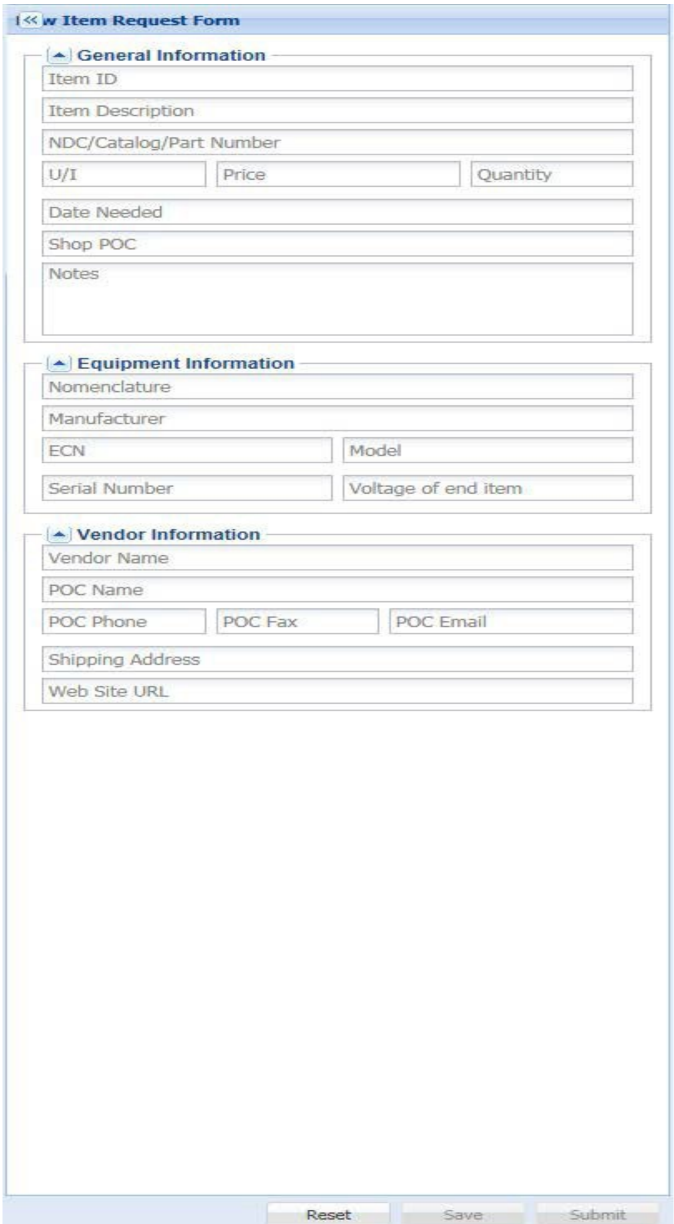


Figure 31, TLAMM New Item Request

Once a customer is selected complete the New Item Request Form. If an Item ID is entered and it matches an existing catalog record for the TLAMM a window will open displaying the Item Description. Enter the quantity desired and click ok. If it is not the item desired, click cancel and enter the new item request without entering an Item ID. Complete the New Item Request Form as follows:



General Information

Item ID – Must enter a valid Item ID. Make sure a catalog record is created in DMLSS before processing.
Item Description – Enter descriptive information
NDC/Catalog/Part Number – Critical for ensuring you get the correct item.
U/I – Enter the desire unit of purchase
Price – Enter the estimated price (do not enter $)
Quantity – Enter the quantity desired
Date Needed – Enter the date item desired
Shop POC – Name of person to contact in reference to this item
Notes – Enter any specific guidance/comments

Equipment Information (only need for equipment or supplies used for equipment)

Nomenclature – Enter the equipment nomenclature
Manufacturer – Enter the name of the equipment manufacturer
ECN – Enter the equipment control number
Model – Enter the equipment model number
Serial Number – Enter the equipment serial number

Vendor Information

Vendor Name – Enter the vendor name
POC Name – Enter the point of contact name
POC Phone – Enter the phone number of the vendor's POC
POC FAX - Enter the FAX of the vendor's POC
POC EMAIL - Enter the EMAIL of the vendor's POC
Shipping Address – Enter the vendor's address
Web Site URL – enter the vendor's web address

Figure 32, TLAMM New Item Request and Instructions

The New Item Request will give you an opportunity to continue using the Vendor Data entered if desired by asking the question, "After submitting this request, would you like to preserve the vendor data for an additional request?". Answer "Yes" to reuse the vendor information; answer "No" and the entire form will reset. Answer "Cancel" and you will be allowed to continue editing the current form.

The new item request has four states: Saved, Submitted, Processed, and Cancelled.

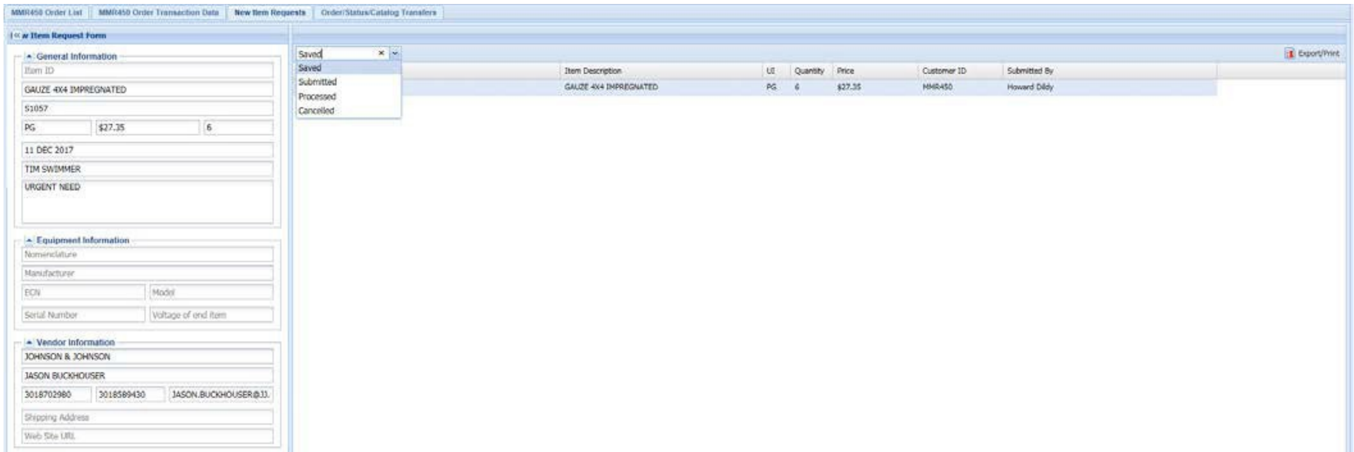


Figure 33, TLAMM New Item Request States

Saved – New Item Requests in this state are editable by the customer and TLAMM.

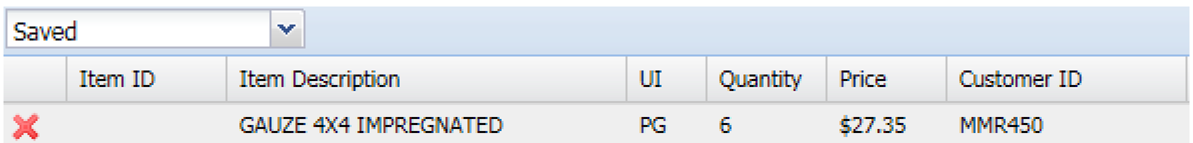


Figure 34, New Item Request - Saved

The TLAMM Administrator may delete the request by clicking the or may click on the record and edit the request. The details of the request will appear in the request form. Once all changes are complete click the "Submit" button to send the request to the Submit state for TLAMM administrator for review.

Submitted – New Item Requests in this state are editable by the customer and TLAMM.

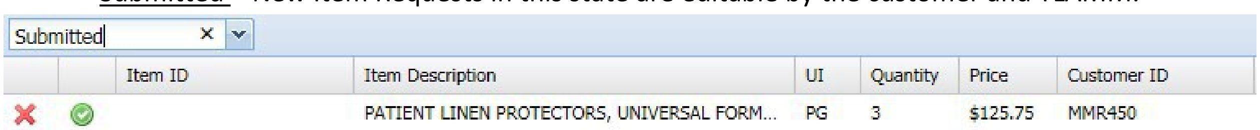
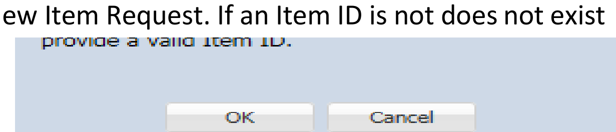


Figure 35, New Item Requests - Submitted

The TLAMM Administrator may delete the request byclicking the or may click on the record and edit the request. The details of the request will appear in the request form. Once all changes are complete click the "Submit" button. to process the New Item Request. If an Item ID is not does not exist in the request the following window will appear



.

Click "Cancel" if a valid Item ID is not available. Click "OK" and enter a valid Item ID. What is a valid Item ID? Your answer, an active catalog record in the TLAMM's DMLSS server.

Processed – New Item Requests in this state are for view only and have already been processed by the TLAMM administrator.

Cancelled - New Item Requests in this state are for view only and have been cancelled by the TLAMM administrator or customer.

Click Export/Print and the New Item Request will open as a .PDF document.

New Item Request Print List

New Item Request

Following is a list of all the new item requests for the status you requested.

Item ID	Item Description	Date Submitted	UI	Quantity	Price	Customer ID	Submitted By
	PATIENT LINEN PROTECTORS, UNIVERSAL FORM FIT	09/25/2017	PG	3	125.7500	MMR450	Howard Dildy

New Item Request Print Form

Item ID: Submitted on 09/26/2017 by Howard Dildy for MMR450

General Information

NDC/Catalog/Part #: AAP-04943	**UI:** PG	**Price:** 125.7500	**Quantity:** 3	**Date Needed:** 22 Oct 2017	**Shop POC:** MSgt Still
Notes: Test Purpose Only. Do not order. hed					

Equipment Information

Manufacturer:	**ECN:**	**Model:**	**Serial Number:**	**Voltage of End Item:**
Nomenclature:				

Vendor Information

Vendor Name: Johnson Medical Surgical Supply Company	**POC Name:** Eugene Blackman	**POC Phone:** (312) 435-1039	**POC Fax:**	**POC Email:** eugene.blackman@jmssc.com
Shipping Address: 1209 Tillman Drive, Portland Oregon 90128			**Web Site URL:**	
PATIENT LINEN PROTECTORS, UNIVERSAL FORM FIT				

Figure 36, New Item Request Print

Customer Order Lists

The TLAMM Administrator may select any customer's order list in their respective theatre to order items or manage records on the order list.

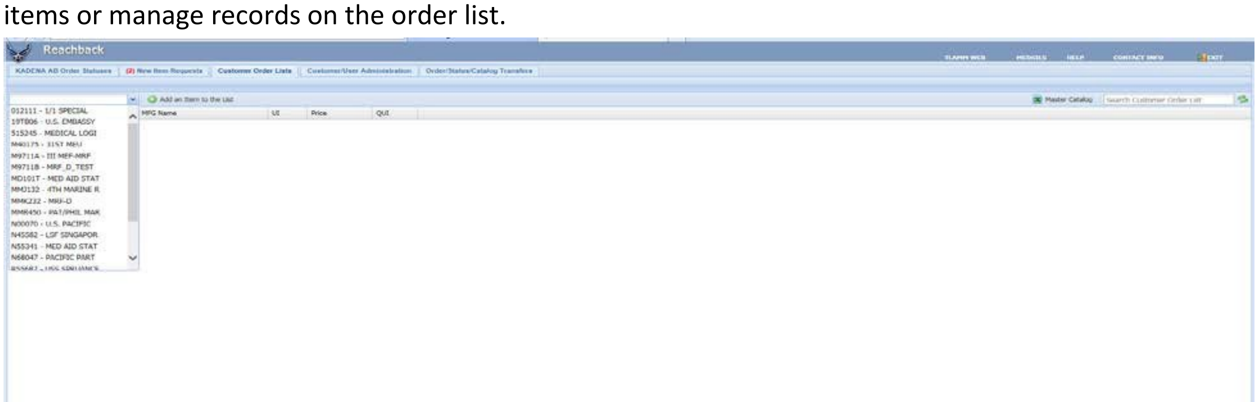


Figure 37, TLAMM Customer Order List Filter

Select a desire customer and the Customer's Order list will appear as depicted below.

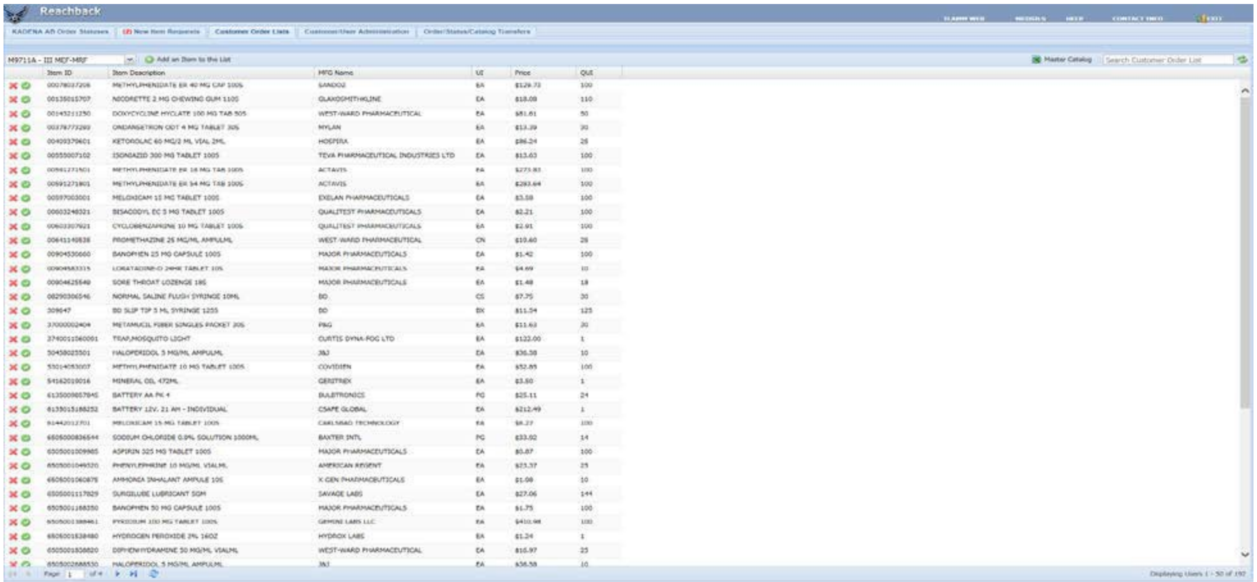
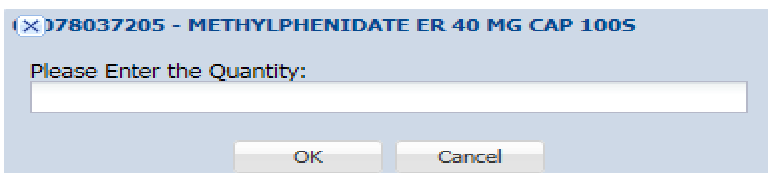
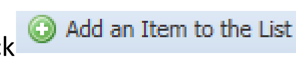


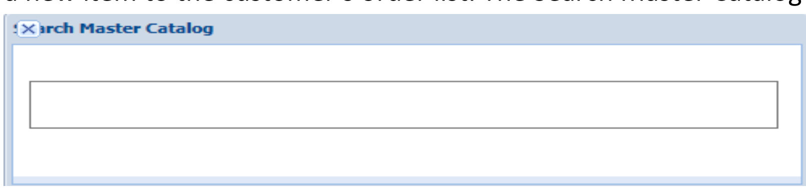
Figure 38, TLAMM Customer Order List

Click to remove an item from the Customer's Order List. Click to order an item. The following window will open to allow you to enter the desired quantity. Click "OK" to save the order or "Cancel" if the order is not required.



Click 

to add a new item to the customer's order list. The Search Master Catalog window will open.



You may search by Item ID, Item Description, or Manufacturer Name. The window will drill down to display records that match the criteria entered. Once identified, select the record and click "Continue" to add the item to the customer's order list. If you would like to order the item, enter an order quantity click "Continue" to order the item and add it to the customer order list simultaneously.

6510000584421 **COVIDIEN**
DRESSING SPONGE GAUZE 2X2IN 8PLY STERILE **CS 92.9100**

Order Quantity: 12 **Cancel** **Continue**

6510000583047 **COVIDIEN**
BANDAGE,GAUZE,4.5 INCH X 4.1 YARD,STERIL **CS 91.4300**

6510000584421 **COVIDIEN**
DRESSING SPONGE GAUZE 2X2IN 8PLY STERILE **CS 92.9100**

6510002007013 **TRI-FI KNITTING LLC**
BANDAGE TUBULAR GAUZE COTTON KNIT 7/8INW **BX 37.4100**

Click Master Catalog and file containing all of the TLAMM's catalog records will display in EXCEL format.

Item ID	Item Description	UI	Price	Catalog Number	MFG Name
00002322730	STRATTERA 10 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002322830	STRATTERA 25 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002322930	STRATTERA 40 MG CAPSULE 30S	EA	84.93		ELI LILLY
00002323830	STRATTERA 18 MG CAPSULE 30S	EA	84.95		ELI LILLY
00002323930	STRATTERA 60 MG CAPSULE 30S	EA	84.93		ELI LILLY
00006489700	PEDVAXHIB VACCINE VIAL 0.5ML	EA	166.92		MERCK
00009519002	DETROL LA 2 MG CAPSULE 90S	EA	264.21		PFIZER
00023916330	RESTASIS 0.05% EYE EMULSIONS	EA	120.17		ALLERGAN
00025152531	CELECOXIB 200 MG CAPSULE 100S	EA	15.74		GOLDEN STATE MEDICAL
00026874069	LEVITRA 20 MG TABLET 30S	EA	742.00		GLAXOSMITHKLINE
00046110081	PREMARIN 0.3 MG TABLET 100S	EA	301.96		PFIZER
00046110511	PREMPRO 0.3 MG-1.5 MG TABLET UU 28S	EA	103.55		PFIZER
00065853302	CIPRODEX OTIC SUSPENSION 7.5ML	EA	136.57		ALCON
00069421030	VIAGRA 50 MG TABLET 30S	EA	176.14		PFIZER
00074307490	NIACIN ER 500 MG TABLET 90S	EA	14.01		ZYDUS PHARMACEUTICALS USA
00074663734	SODIUM BICARB 8.4% ABBOJECT 50ML	EA	97.46	6637-34	HOSPIRA
00078037205	METHYLPHENIDATE ER 40 MG CAP 100S	EA	129.73		SANDOZ
00078040605	AMLODIPINE-BENAZEPRIL 5-20 MG 100S	EA	5.68		SANDOZ
00078042405	RITALIN LA 10 MG CAPSULE 100S	EA	537.83		NOVARTIS
00078043105	DEXMETHYLPHENIDATE ER 10 MG CP 100S	EA	133.31		SANDOZ
00078047661	KETOTIFEN FUM 0.025% EYE DROPS 5ML	EA	5.12		AKORN
00078049305	DEXMETHYLPHENIDATE ER 15 MG CP 100S	EA	54.80		SANDOZ
00078051105	CARBAMAZEPINE ER 200 MG TABLET 100S	EA	27.92		SANDOZ
00093117410	PENICILLIN VK 500 MG TABLET 1000S	EA	152.15		CITRON PHARMA
00093416173	AMOXICILLIN 400 MG/5 ML SUSP 100ML	EA	7.52		TEVA PHARMACEUTICAL INDUSTRIES LTD
001203	MASK OXYGEN NON-REBREATHER ADULT VINYL 55	CS	67.78	001203	CAREFUSION
00126008802	SF 1.1% GEL 56GM	EA	8.73		CYPRESS PHARMACEUTICAL

Figure 39, Master Catalog EXCEL

A Search Customer Order List window is provided to aid in searching for a specific item within a customers' order list. Search Customer Order List . Enter the desired search criteria. Click to clear to search box.

Customer/User Administration

Provides the administrator with the capability to create new customer accounts, edit customer accounts, remove customer accounts, add users, and remove users, add administrators, and remove administrators. The following window opens once Customer/User Administration is selected. The window is divided into two grids (Customer Accounts and TLAMM Administrators).

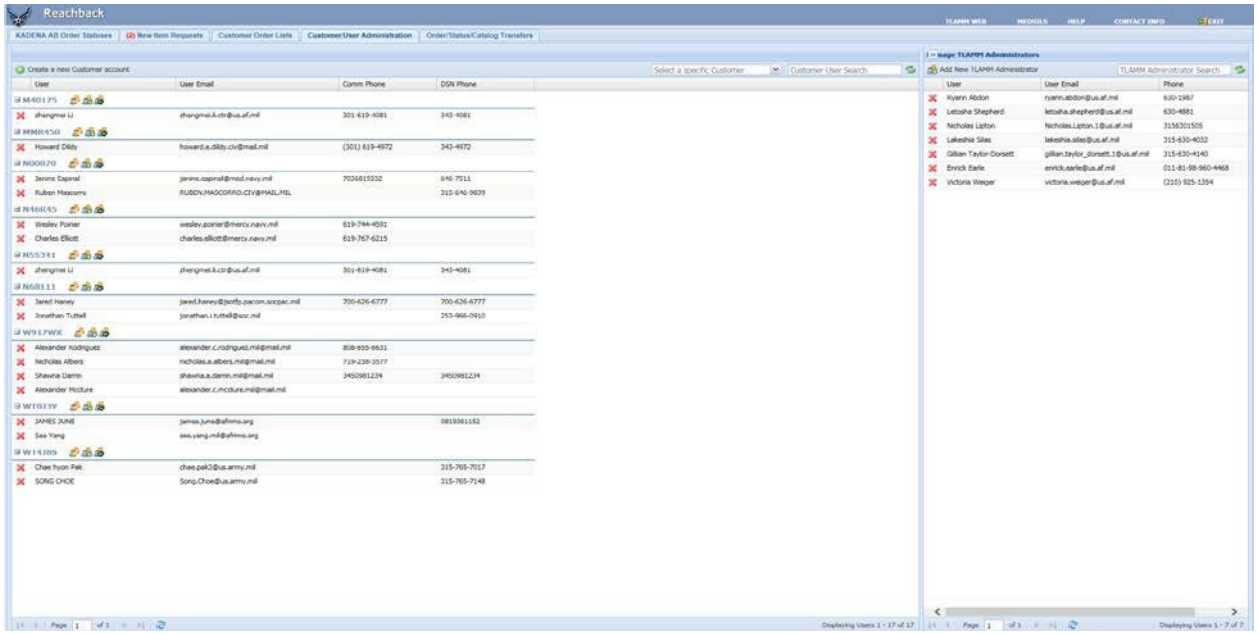


Figure 40, Customer/User Administration

The Customer Account grid list the customer accounts and associated users sorted by Customer sequence.

Figure 41, Manage Customer Accounts

Click ✖ to remove a user from a customer account.

Click to edit the customer account. The Customer Information window will open.

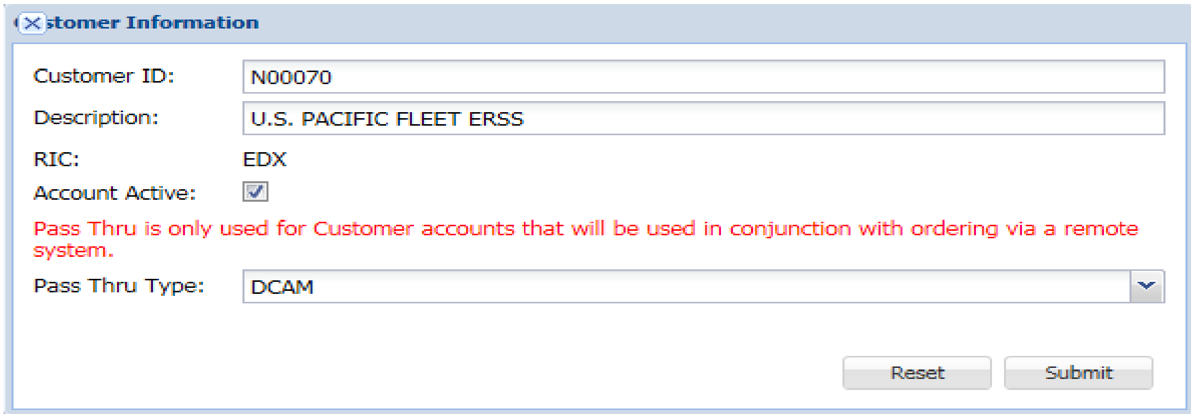
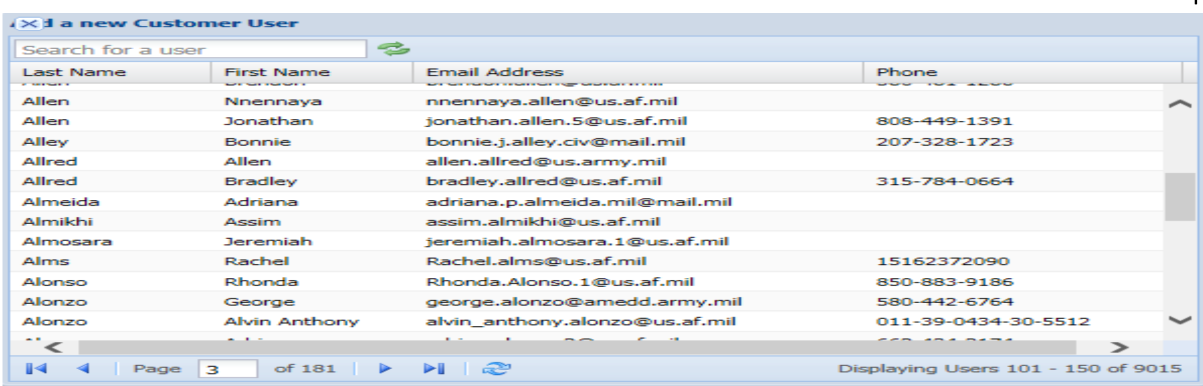


Figure 42, Customer Information

The administrator may edit the Customer ID, Description, and Account Active Indicator. If the Account Active indicator is removed the Customer Account will no longer be visible for the TLAMM. The Pass Thru Type (DCAM or DMLSS) function is still visible but currently serves no purpose pending future revisions.

Click to add a user to the customer account. The Add a new Customer User window will open.



Last Name	First Name	Email Address	Phone
Allen	Nnennaya	nnennaya.allen@us.af.mil	
Allen	Jonathan	jonathan.allen.5@us.af.mil	808-449-1391
Alley	Bonnie	bonnie.j.alley.civ@mail.mil	207-328-1723
Allred	Allen	allen.allred@us.army.mil	
Allred	Bradley	bradley.allred@us.af.mil	315-784-0664
Almeida	Adriana	adriana.p.almeida.mil@mail.mil	
Almikhi	Assim	assim.almikhi@us.af.mil	
Almosara	Jeremiah	jeremiah.almosara.1@us.af.mil	
Alms	Rachel	Rachel.alms@us.af.mil	15162372090
Alonso	Rhonda	Rhonda.Alonso.1@us.af.mil	850-883-9186
Alonzo	George	george.alonzo@amedd.army.mil	580-442-6764
Alonzo	Alvin Anthony	alvin_anthony.alonzo@us.af.mil	011-39-0434-30-5512

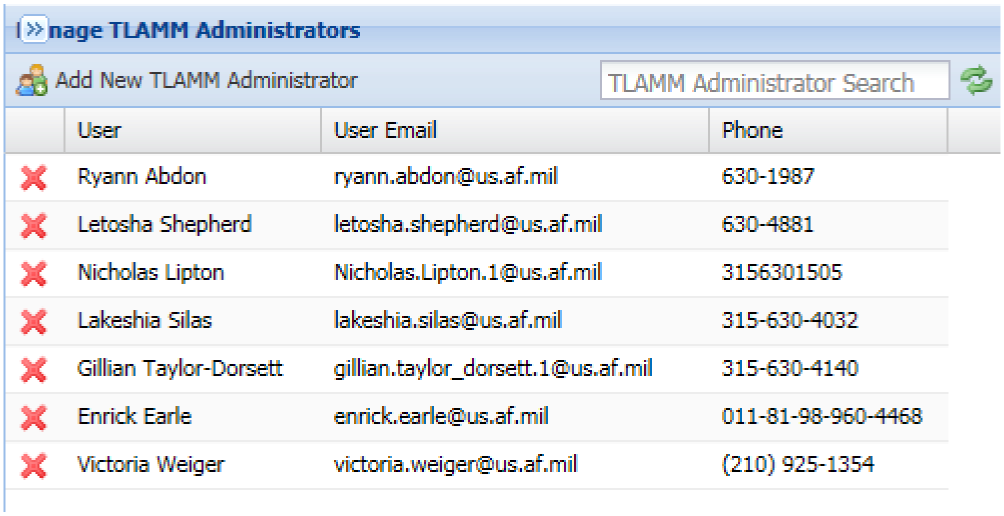
Figure 43, Add a New Customer

The administrator search and select a user. When a user is selected, the message, “Continue adding this user to “CustomerID?”. Click “OK” and the message, “The user was successfully added to the appropriate customer.” will display.

Click to CREATE a new Customer and copy an existing Customer Order List. The Customer Information window will open. Enter the customer information for the new account. Add one or more users as desired. The Customer Order List will be created to match the Customer’s account you selected.

Manage TLAMM Administrators

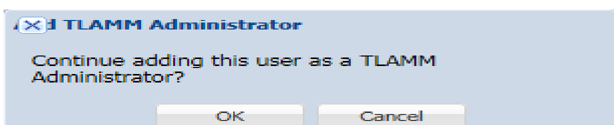
TLAMM Administrators may Remove and Add additional TLAMM administrators. Click the to remove a TLAMM administrator.



	User	User Email	Phone
	Ryann Abdon	ryann.abdon@us.af.mil	630-1987
	Letosha Shepherd	letosha.shepherd@us.af.mil	630-4881
	Nicholas Lipton	Nicholas.Lipton.1@us.af.mil	3156301505
	Lakeshia Silas	lakeshia.silas@us.af.mil	315-630-4032
	Gillian Taylor-Dorsett	gillian.taylor_dorsett.1@us.af.mil	315-630-4140
	Enrick Earle	enrick.earle@us.af.mil	011-81-98-960-4468
	Victoria Weiger	victoria.weiger@us.af.mil	(210) 925-1354

Figure 44, Manage TLAMM Administrators

Click Add New TLAMM Administrator and the Add New TLAMM Administrator will open. Locate and select the desired administrator. Once selected the following message will appear:



. Click “OK” and the TLAMM Administrator will appear. Click “Cancel” and the TLAMM Administrator will not be added.

Order/Status/Catalog Transfers

The TLAMM Administrator and customer may upload and download status and catalog data from DMLSS in the Order/Status/Catalog.

TLAMM Web Page

Each TLAMM have a web page that can be found at https://medlog.us.af.mil/. This page provides customers with news, documents, and links related to the Theatre Lead Agent Medical Materiel.

Figure 45, TLAMM Web Page

<u>TLAMM Web Page Administration</u>

The specific TLAMM have the capability to manage their page by editing the Web Page Head, Our Vision, Our Mission, News Articles, Contact Information, Documents, and Links.

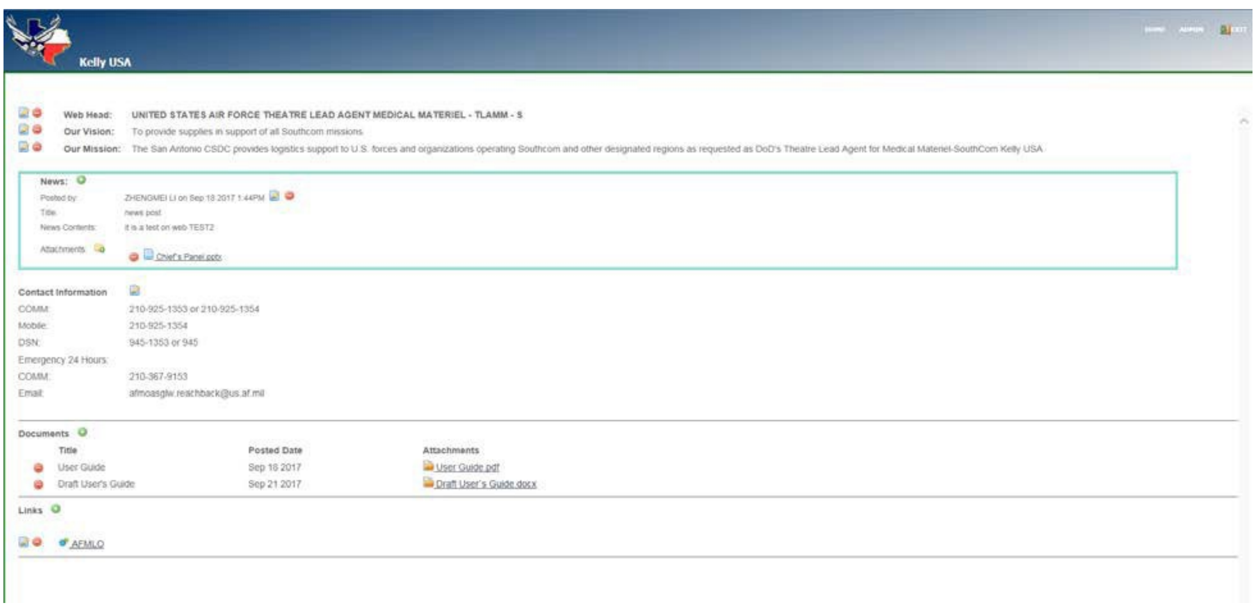


Figure 46, TLAMM Web Page Administration

Click next to Web Head, Our Vision, Our Mission, or Contact Information to edit the content. Click next to Web Head, Our Vision, Our Mission, or Contact Information to delete the content.

News Article

Click to post a News Article. Click to remove the news article. Click to edit the news article.

Documents

Click to post a Document. Click to remove the document.