

BRANCH MEDICAL CLINIC SASEBO INSTRUCTION 6440.1

Subj: OPERATIONAL FORCES MEDICAL LIAISON (OFML) PROGRAM

Ref: (a) BUMEDINST 6440.8A  
(b) BUMEDINST 6300.10  
(c) COMPHIBGRUONEINST 6010.B  
(d) NAVHOSPYOKOINST 6440.1C  
(e) Accreditation Manual for Hospitals (AMH), 2001

Encl: (1) OFML Fleet Guide  
(2) OFML Consult Referral Flow Chart

1. Purpose. To establish an OFML program designed to maximize, to the fullest extent possible, "Service to the Fleet", per references (a) through (e).
2. Definition. Branch Medical Clinic, Sasebo will provide assistance to all operational units in the Commander Fleet Activities Sasebo area of operations.
3. Discussion. While the Officer in Charge assures that the primary mission of BMC Sasebo is to provide quality medical care to all eligible beneficiaries, support and service to the operational forces remains paramount. This OFML program shall be the cornerstone for all operational units who utilize these services.
4. Operational Forces Medical Liaison. Provides a constant communication link between the operational units and BMC Sasebo. The standard communication link between OFML and deployed units will be via immediate superior in command's (ISIC's) medical representative, via cipher-net while underway. The ISIC's medical representative will then brief the OFML Program Manager. While in port, telephone contact can be directly between the fleet and the OFML.
5. Action
  - a. The Officer in Charge will:
    - (1) Appoint a senior medical department officer, with operational experience, as the OFML Officer.
    - (2) Appoint one senior enlisted (E-7 or above), with operational experience, as the OFML Program Manager.
    - (3) Provide adequate support personnel to the OFML program, including a Fleet Liaison representative.

b. The OFML Program Manager will:

(1) Keep operational units abreast of changes in policies and/or procedures affecting healthcare, via monthly Commander, Amphibious Task Force (CATF) Surgeon's meetings, e-mail, newsletters, visits, and other means of communication.

(2) Direct all incoming requests from these units, in a timely manner, to the appropriate personnel or departments, utilizing all available resources.

c. The Fleet Liaison will:

(1) Visit the operational forces' medical departments, stationed at Fleet Activities Sasebo monthly, when in port.

(2) Meet all arriving transient ship's medical representatives to explain the services available.

(3) Evaluate all service requests promptly and ensure action is taken by the appropriate department.

(4) Utilize enclosure (1) for all referrals.

(5) Send bi-annually, updated PACRIM OFML contact numbers to all Sasebo home-ported operational units.

d. Coordination with BMC Sasebo's Patient Administration Department for tracking of medical boards, limited duty boards, medical transient personnel, and Medevacs will be vital.

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