NAVSUPINST 6710.1B

Subj: REQUISITIONING OF CONTROLLED SUBSTANCES

Ref: (a) DLAR 4145.11, "Safeguarding of DLA Sensitive Inventory items, Controlled Substances and Pilferables," of Feb 90
(b) NAVMED Manual P117 (Chapter 21) of Dec 90
(c) NAVSUPINST 5530.2A

1. Purpose. To provide requisitioning guidance to all ships and stations for controlled substances.

2. Cancellation. NAVSUPINST 6710.1A. This instruction has been revised significantly and must be reviewed in its entirety.

3. Definitions. For the purpose of this instruction, the following definitions apply:


   b. Authorized Activities - Those activities that have been selected by their major claimant to be authorized to requisition controlled substances and are so included on the authorized activities table.

4. Background. In response to comments from the Defense Logistics Agency (DLA) and the Naval Medical Command (NAVMEDCOM), Naval Supply Systems Command (NAVSUP) was requested to restrict the requisitioning process for controlled substances. NAVSUP established controls in 1983 for the requisitioning of those controlled substances by requesting the major Navy claimants (normally echelon 1 and 2 commands) submit a list of those activities they authorize to receive controlled items. The consolidated list was coordinated with NAVMEDCOM and forwarded, via DLA, to the Defense Supply Center, Philadelphia (DSCP). As the designated item manager, DSCP is authorized to process requisitions for controlled substances from naval activities on the approved list. Any naval activity not included on
this approved list will have their requisition automatically cancelled with a "D8" status code. The requisitioner must contact Naval Medical Logistics Command (NMLC) to find out the reason for rejection, and NMLC will take necessary steps to correct the problem. If the requisitioning activity continues to submit new requisitions without resolution with NMLC the requisitions will continue to be cancelled. After resolution with NMLC the requisitioner will submit a new requisition (new requisition number and new julian date) on a DD Form 1348-6 furnishing intended application and complete justification for the item. For additional information on pharmaceuticals see DSCP website at http://www.dscp.dla.mil.

5. **Policy.** Requisitions for controlled substances and alcohol may be submitted only by those activities authorized to do so based on an Authorized Medical Allowance List, an Authorized Dental Allowance List or as otherwise required to perform their mission.

6. **Responsibilities**

   a. Ships and stations having medical department personnel that require controlled substances will:

      (1) Request addition, deletion and/or change to the authorized activities list by letter to their major claimant.

      (2) Establish procedure whereby commanding officers will submit to the servicing supply activity a list of the names of authorized personnel on their ships who may hand carry a requisition (bearer walkthrough) for controlled substances to the supply activity.

   b. The major claimant will:

      (1) Request additions, deletions, and/or changes to the authorized activities list for controlled substances (including alcohol) by submitting a letter to the Commanding Officer, Naval Medical Logistics Command, 521 Fraim Street, Frederick, MD 21702-5015. No message, speed letter, or telephone request will be honored. This letter must be signed by a military officer of rank O-6 or civilian equivalent (GS-15) or higher at the major claimant.

      (2) Ensure the Department of Defense Activity Address Code is loaded in the DOD Activity Address Directory with the proper address of each activity under their cognizance.

      (3) Establish controls for the receipt of controlled substances as specified in references (a) and (b).
(4) Ensure authorized Navy personnel and Navy contractors under their cognizance properly store and dispense drugs as specified in references (b) and (c).

c. The Naval Medical Logistics Command will:

(1) Forward to DSCP, upon verification, requests from major claimants to make additions, deletions, or changes to the authorized activities list.

(2) Provide the major claimants with the current list of authorized activities for review and verification annually.

d. Fleet and Industrial Supply Centers, supply ships and other activities issuing controlled substances will:

(1) Maintain controls as established by various authorities when issuing controlled substances from stock including restriction of issues only to authorized personnel.

(2) Verify through the use of a signature card system or other locally established system that a requisitioned item is issued to an authorized activity as part of that activity's legitimate allowance or mission.

(3) Provide customer assistance and guidance to naval activities on procedures to properly requisition controlled items.

e. NMLC will monitor the 293 Report (Listing of Requisitions for Controlled Substance Items) furnished by DSCP and take appropriate actions when irregularities are noted in this report. Such actions may include notifying the appropriate major claimant or proper Navy authorities when criminal actions are suspected.

D. E. HICKMAN
Commander

Distribution:
SNDL Parts 1 & 2

Order From:
Commanding Officer
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19129-5099