

Medical Actions (NGGA-
PEM)

Medical Supply (CLS VIII) and Logistical Support

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
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SUMMARY of CHANGE

**SOP
Medical Supply (CLS VIII) and Logistical Support**

First edition, dated 1 October 2024-

Proposed changes, modifications, and/or deletions should be made known GAARNG G-1, HR Plans using GA Form 2028. Your feedback to provide a quality product is always welcome.

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Chapter 1 Overview

1-1 Purpose.

To establish guidance to all Georgia Army National Guard (GAARNG) units on the management of medical logistics (CLS VIII) acquisition, accountability, distribution and turn-in procedures of medical material and equipment.

1-2 Applicability.

Major Subordinate Commands (MSC) request CLS VIII through the Deputy State Surgeon's (DSS) of the G-1. The DSS office manages all CLS VIII ordering, requisition, and distribution for the State.

1-3 Concept.

a. Unit commanders are required to ensure sets, kits, and outfits (SKO) are inventoried and stocked to appropriate levels in accordance with AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies.

1. Units will conduct 100% inventory of medical stocks no later than 30 days upon completion of Annual Training (AT) or cumulative training events each fiscal year (FY). These inventories will be completed in accordance with the GAARNG Command Supply Discipline Program (CSDP) process.

2. Prior to any initial submission for the FY, MSCs must submit the Post Field Exercise Inventory memorandum verifying that all medical SKOs and components have been inventoried signed by the MSC commander to the DSS office via the CLS VIII email distro: ng.ga.gaarnq.list.medcom-CLS-viii@mail.mil.

b. MSCs will submit requests for CLS VIII to the DSS office via the CLS VIII email distro: ng.ga.gaarnq.list.medcom-CLS-viii@mail.mil for review and order submission.

1. The MSC representative will be recognized by the DSS office using an Assumption of Command Memorandum and Notice of Delegation of Authority-Receipt for Supplies (DA Form 1687) with MSC Commander's appointment orders attached. Only those representatives on the signature card with 'YES' written in the request block will be able to order supplies.

2. All requests should only reflect items that are designated within the approved formulary and per Modified Table of Organization and Equipment (MTO&E)/Table of Distribution and Allowances (TDA) authorizations. The DSS office will be the approving authority for CLS VIII orders.

c. The DSS office establishes accounts for CLS VIII requisition from the Minnesota Army National Guard Medical Material Warehouse and WINN Army Community Hospital. The DSS office will submit orders on behalf of the state and will receive CLS VIII shipments for distribution.

1. MSCs will coordinate the pickup of CLS VIII from the DSS office's CLS VIII warehouse located at Fort Stewart, Georgia (FSGA) in Building 9310.

2. The last day for the DSS office to accept routine CLS VIII orders from MSCs will be 15 August of each year to allow for FY closeout procedures. Orders for emergencies, deployments, or State Active Duty (SAD) will be processed on a case-by-case basis if submitted after 15 August of each FY, which may cause a delay in receiving medical supplies.

d. In accordance with EXORD 138-21 Annex D, Class VIII Set Reconciliation, all MSCs will establish accountability of maintenance-significant medical devices utilizing Global Combat Support System (GCSS)-Army.

1. MSCs must ensure all medical equipment and maintenance plans are loaded into GCSS-Army in coordination with the S4.

2. MSCs can coordinate with the DSS office to assist with direct coordination for medical maintenance support through WINN Army Community Hospital.

Chapter 2 Process Steps.

a. Establishing new accounts: To establish a new CLS VIII account for the FY, each MSC must provide the DSS office with the following to order and receive CLS VIII:

1. DA Form 1687, Delegation of Authority
2. Assumption of Command Orders
3. Primary point of contact name, email, and phone number which should be the MSC Medical Readiness Non-Commissioned Officer (MRNCO).

Note: CLS VIII requests will not be approved or processed if the MSC does not have a DA Form 1687 on file for the current fiscal year. Only the personnel designated on the current DA Form 1687 on file with the DSS office will be authorized to request and/or receive CLS VIII material.

b. Authorized CLS VIII Requesters: Each MSC can designate up to four (4) personnel on the DA Form 1687. Personnel must be designated for picking up of CLS VIII supplies. This includes expendable, durable and non-expendable medical supplies, equipment, and controlled substances. Requests will only be accepted from the MSC MRNCO.

c. Requesting Supplies: MSCs will submit a Request for Issue or Turn-In (DA Form 3161) to the DSS office via the CLS VIII email distro: ng.ga.gaarnng.list.medcom-CLS-viii@mail.mil for review and order submission.

1. All requests must be requested at least 120 days prior to allow for resourcing and shipment.
2. All requests must be placed on a DA Form 3161 with the name of requesting MSC, signed and dated. Any requests submitted to the DSS office that are not on a DA Form 3161 will not be processed. A copy of the DA Form 3161 will be kept on file by the ordering unit to act as a quality control document to ensure all items are received and ensure items are properly inventoried.
3. MSCs will reference the following authorization documents as guidance when ordering CLS VIII:
 - i. Unit MTO&E
 - ii. Applicable Unit Assemblage Lists (UAL)
 - iii. Authorized Stockage List (ASL)

d. Requesting Medications: The DSS Office or designated representative(s) will review all CLS VIII requests for medication generated by the MSCs to ensure medications are on the approved formulary for each MSC and within the users' scope of practice which includes seasonal vaccines.

1. Formularies will be approved by the State Surgeon and provided to each MSC to be reviewed and signed by the highest level of medical provider assigned to the MSC.
2. If a MSC needs to request medication not already listed on the approved formulary, then a written request must be submitted to the State Surgeon for approval.

e Requesting Controlled Substances: The DSS Office or designated representative(s) will review all CLS VIII requests for controlled substances generated by the MSCs to ensure medications are on the approved formulary for each MSC and within the users' scope of practice.

1. Per AR 40-61, Medical Logistics Policies, all controlled substances will be ordered on a separate DA Form 3161. The Senior Medical Provider or authorized assigned representative will ensure each MSC has a separate DA Form 1687 for controlled substances on file with the DSS office, prior to issuing all controlled substances.
2. Dispensed controlled substances will be documented using a Chronological Record of Medical Care (SF 600) and/or a Prescription Form (DD1289).

f. Receipt of CLS VIII Medical Materials: Medical Supplies will only be picked up by designated individuals for each MSC listed on the DA Form 1687.

1. MSCs will be notified by the DSS office when orders are ready for receipt. Each MSC will coordinate with the DSS office to pick up their orders within ten business day or their supplies will be redistributed.

2. All items will be inventoried by the MSC representative and signed for on the DA Form 3161 at time of receipt.

3. All temperature sensitive items will be kept in accordance with cold chain management per the United States Army Medical Materiel Agency (USAMMA), Center of Disease Control and Prevention (CDC), and manufacturer guidelines. Each individual listed on the DA Form 1687 to receive CLS VIII must complete the online cold management training at <https://health.mil/Military-Health-Topics/Health-Readiness/Immunization-Healthcare/Vaccine-Storage-and-Handling>.

4. When controlled substances are issued, the recipients accept full responsibility for the care, custody, and safekeeping of each item. Controlled substances must be maintained on a Controlled Substances Stock Record (DA Form 3862). Any excess controlled substances not used must be turned in within 30 days upon completion of the AT period or exercise to the DSS office. Only individuals listed on DA Form 1687 will be allowed to transport controlled substances. Controlled substances will not be sub-hand receipted to anyone else not listed on the DA Form 1687 for controlled substances.

5. All CLS VIII must be transported from the DSS office via military vehicles to include GSA vehicles. POVs are not authorized for transportation of any CLS VIII.

g. CLS VIII Storage: CLS VIII storage facilities will follow the physical security standards in AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive).

1. Access will be always controlled.

2. For controlled substances, drugs classified as schedule I or II controlled substances under the Controlled Substance Act of 1970 must be stored in safes or vaults, or a GSA-approved container may be used for storage of small quantities of controlled substances.

h. CLS VIII Turn-In: MSCs will coordinate with the DSS office for the turn-in of all excess, expired or CLS VIII needing to be destroyed. Units will submit a completed copy of DA Form 3161 to the DSS office for turn-in of all suspended, expired, and excess medical supplies. Excess is defined as equipment or supplies above the amounts authorized by available documentation.

1. Units with excess CLS VIII identified for turn-in will submit a DA Form 3161 and coordinate the turn-in of excess CLS VIII with the DSS office.

2. Controlled substances will not be stored in SKOs. These items must be coordinated for turn in and documented on a DA Form 3862 and a separate DA Form 3161 for accountability. All Note "R" controlled substances will be turned in within 30 days following conclusion of the AT period with exception of the Civil Support Team (CST).

3. Turn in for disposal and destruction of medical materiel will be coordinated by the DSS office with a Medical Treatment Facility (MTF) and properly placed in a "sharps" disposal unit in accordance with AR 40-61.

Appendix A
References

AR 40-61

Medical Logistics Policies, dated 28 January 2005

AR 190-51

Security of Unclassified Army Resources (Sensitive and Non-sensitive), dated 27 June 2019

AR 220-1

Army Unit Status Reporting and Force Registration-Consolidated Policies, dated 16 August 2022

ATP 4-02.1

Medical Logistics, 29 October 2015

CSDP

GAARNG Command Supply Discipline Program

DA Form 1687

Delegation of Authority, dated December 2023

DA Form 3161

Request for Issue or Turn-In, dated December 2023

DA Form 3862

Controlled Substances Stock Record, dated June 1972

EXORD 138-21

Class VIII Set Reconciliation

Post Field Exercise Inventory

SB 8-75-S10

Army Medical Department Supply Information

Vaccination Resources Request Form FY25

Appendix C
Glossary

ASL

Authorized Stockage List

AT

Annual Training

CDC

Center for Disease Control and Prevention

CLS

Combat Lifesaver

CLS VIII

CLS VIII-Medical Logistics

CSDP

Command Supply Discipline Program

CST

Civil Support Team

DEA

Drug Enforcement Agency

DCAM

Defense Customer Assistance Module

DSS

Deputy State Surgeon

FY

Fiscal Year

GCSS-Army

Global Combat Support System

IMSA

Installation Medical Supply Activity

MED DET

GAARNG Medical Detachment

MRNCO

Medical Readiness Non-Commissioned Officer

MSC

Major Subordinate Command

MTF

Medical Treatment Facility

MTO&E

Modified Table of Organization and Equipment

TDA

Table of Distribution and Allowances

SAD

State Active Duty

Appendix C
Glossary

SKO
Sets, Kits, and Outfits

UAL
Unit Assemblage List

USAMMA
US Army Medical Material Agency