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

- No changes. First edition, 15 October 2020 -
1-1 Purpose.

To establish procedures for the management of medical logistics (CLS VIII) acquisition, accountability, maintenance, and distribution of medical material and equipment to include but not limited to aid bags, needles, vaccines, medicines and controlled substances.

1-2 Applicability.

Major Subordinate Commands (MSC) request CLS VIII from the Deputy State Surgeon’s (DSS) office through the Georgia Army National Guard (GAARNG) Medical Detachment (MED DET). The Supply Office of MED DET manages all CLS VIII ordering, requisition, and distribution for the State.

1-3 Concept.

a. MSCs will submit requests for CLS VIII to MED DET for review and order submission. The MSC representative will be recognized by MED DET 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. All requests should only reflect items that are designated within the MSC Formulary. Any requested item that is not appointed on the MSC Formulary will not be processed.

b. MED DET has established accounts for CLS VIII requisition from the Minnesota Army National Guard (MNARNG) Medical Material Warehouse (M3W) and Winn Army Community Hospital. MED DET will submit orders on behalf of the state and will receive CLS VIII orders. MSCs will coordinate the pickup of CLS VIII from the MED DET at Clay Army National Guard (CNGC).
Chapter 2
Process Steps.

a. DA Form 1687: Each MSC S1 will submit to DSS and MED DET Supply NCOIC, the designated medical supply agents’ name and contact information NLT 31 OCT of each fiscal year using DA Form 1687. 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 MED DET will be authorized to request and/or receive CLS VIII material.

1. MED DET requires the DA Form 1687 for requesting and receiving expendable and consumables CLS VIII. Two copies of each DA Form 1687 will be distributed as follows:

   (i). Original copy kept on file with MED DET’s Medical Supply NCOIC.

   (ii). MSC Medical Readiness Non-Commissioned Officer (MRNCO), BN Surgeon, and/or Senior Medical Provider/Medic will maintain a copy of the DA Form 1687.

2. MSCs will use the DA Form 3161 for requesting and receiving controlled substances. CLS VIII material, controlled substances are designated by the Drug Enforcement Administration (DEA). Standard controlled substances are identified by “R” and “Q” in the note column of the Department of Defense Medical Catalog (DOD MEDCAT) and by physical security codes “R” and “Q” in the Army Master Data Files (AMDF).

3. Commanders will ensure controlled substances have the proper safeguards IAW AR 190-51 (Physical Security for Storage of Controlled Medical Substances and Other Medically Sensitive Items).

b. Requesting Supplies: Request for Issue or Turn-In (DA Form 3161) will be reviewed by the MSC medical provider. Any large requests (i.e. items needed for Annual Training) must be submitted by the end of the first quarter of that Fiscal Year. All others must be requested at least 120 days prior to time needed. This will allow proper time to acquire funding, process transaction through automated systems, and procure all items.

c. MED DET will request supplies from the M3W, Installation Medical Supply Activity (IMSA), or directly from United States Army Medical Material Agency (USAMMA) through the Defense Health Agency (DHA), Defense Logistics Standard Support (DMLSS) Customer Assistance Module (DCAM) computer or through established routes. CLS VIII orders will only be accepted from the MSC level. All requests must be placed on a DA Form 3161 with the name of requesting MSC and date of request. Any requests received by MED DET that are not on a DA Form 3161 will not be processed.

The DSS Office or designated representative(s) will review all CLS VIII requests generated by the MSCs to ensure medications are on the approved unit formulary and within the users’ scope of practice.

1. 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 tracked. MED DET and MSCs will maintain the DA Form 3161 for a period of two years, for the purpose of documentation at a later date if an item is not received.

2. Per AR 40-7, all controlled substances will be ordered on a separate DA Form 3161. Controlled substances must be managed by E-6 and above only. The MSC Pharmacy Technician/Medic, Senior Medical Provider or authorized assigned representative will ensure each MSC has a current DA Form 1687, prior to issuing all controlled substances.

3. Controlled substances will be issued based on the state's formulary and mission requirements. All controlled substances will be inventoried per AR 190-51. All controlled substances within 3 months of expiration will be turned into MED DET using a DA Form 3161 and Controlled Substances Stock Record (DA Form 3862).

d. Authorized CLS VIII Requesters: Each MSC can designate up to four (4) personnel on the DA Form 1687. Personnel must be designated for requesting and pick 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 and must be sent to the following distro mailing list. Any request not received via this distro mailing list will not be actioned:

NG GA GAARNG List MEDCOM CLS VIII
ng.ga.gaarng.list.medcom-cls-viii@mail.mil

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e. 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. A Department of Defense Activity Address Code (DODAAC) will be assigned to each MSC by their local IMSA.

1. MSCs will be notified by MED DET Supply when orders are ready for receipt. Each MSC will coordinate with MED DET Supply 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.

3. All temperature sensitive items will be kept in accordance to cold chain management per USAMMA, 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](https://health.mil/Military-Health-Topics/Health Readiness/Immunization-Healthcare/Vaccine-Storage-and-Handling).

4. When controlled substances are issued, a DA Form 3161 will be filled out and signed by the Medical OIC/NCOIC along with the controlled medications Memorandum of Agreement (MOA). Only individuals listed on DA Form 1687 will be allowed to transport controlled substances. The issuing officer will then review the MOA with the medic on safeguarding, dispensing, and turning-in of the CLS VIII materials. CLS VIII materials will not be sub-hand receipted from the medic to anyone else.

f. Turn-In: MSCs will coordinated with the MED DET supply section for the turn-in of all expired CLS VIII.

1. Controlled substances, dated items, and those items identified as highly pilferable by the State Surgeon and/or MED DET will not be stored in Sets, Kits, or Outfits.

2. Storage procedures as indicated by the “Note” column of the DOD Medical Catalog, and the Army Master Data File (AMDF) will be complied with.

3. Deletions, suspensions, destruction, and extension of potency period published in USAMMA Medical Material Quality Control messages and SB 8-75 series is valid for two years unless otherwise noted (AR 40-61, para 3-14).

4. Turn in for disposal and destruction of medical materiel will be performed by MED DET to a Medical Treatment Facility (MTF) and properly placed in a sharps disposal unit (IOT AR 40-61 para 4-11).

g. Requesting Medic/CLS Bags and Resupply Kits: MSCs will be able to request Medic bags, CLS bags and resupply kits through MED DET according to their MTOE/TDA.

1. Medic bags will only be filled based on the number of medics on the MSC MTOE/TDA. Any request that exceeds the number of medics will require justification by the MSC before the request is processed.

2. Combat Life Saver (CLS) bags requests are based off of MSC MTOE/TDA requirements

3. All bags must be on the unit’s Property Book within 30 days of receipt.
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
Appendix C
Glossary

AMDF
Army Master Data Files

CLS
Combat Lifesaver

CLS VIII
CLS VIII-Medical Logistics

CTA
Common Table of Allowances

DEA
Drug Enforcement Agency

DCAM
Defense Customer Assistance Module

DMLSS
Defense Medical Logistics Standard Support

DODAAC
Department of Defense Activity Address Code

DODMEDCAT
Department of Defense Medical Catalog

DSS
Deputy State Surgeon

IMSA
Installation Medical Supply Activity

M3W
MNARNG Medical Material Warehouse

MED DET
GAARNG Medical Detachment

MSC
Major Subordinate Command

MTF
Medical Treatment Facility

UAL
Unit Allowance List
USAMMA
US Army Medical Material Agency