

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 6710.3
OP-933F
4 April 1988

OPNAV INSTRUCTION 6710.3

From: Chief of Naval Operations
To: All Ships and Stations

Subj: REPORT OF MONTHLY ISSUE OF
CONTROLLED DRUG SUBSTANCES

Ref: (a) DLAR 4145.11 (NAVSUPINST
4440.146B) (NOTAL)
(b) NAVSUPINST 6710.1 (NOTAL)
(c) FLEMATSUPPOINST 4400.11D
(NOTAL)

Encl: (1) Monthly Issue of Controlled Drug
Substances Report (sample -
manual format)
(2) Monthly Issues of Controlled Drug
Substances Report (sample -
automated format)

1. Purpose. To provide a feedback mechanism that tracks controlled drug substances from requisition through receipt and to provide Navy management officials an oversight capability.

2. Cancellation. BUMEDINST 6710.58B.

3. Scope. This instruction is applicable to Department of the Navy activities receiving, stocking, and issuing controlled drug substances.

4. Definitions. For this instruction the following definitions apply:

a. Controlled Drug Substances - security classification code R (less precious metals) and Q in Federal Supply Catalog, group 6505.

b. Issuing Activities

(1) Fleet issue ships, combat store ships

(AFS), submarine tenders (AS), and other afloat commands issuing controlled drug substances to authorized activities from stores accounts.

(2) Navy medical activities issuing controlled drug substances to authorized fleet units and other authorized activities outside their chain of command.

(3) Navy medical activities issuing controlled drug substances funded by Fleet Materiel Support Office (FMSO) to authorized subordinate activities.

(4) Naval Supply Centers, Naval Supply Depots and other activities issuing controlled drug substances funded by FMSO.

c. Authorized receiving activities - any activity authorized by their major claimant to receive controlled drug substances from issuing activities.

5. Background

a. The Defense Logistics Agency requires that a monthly report of controlled drug substances issued by its activities be forwarded to a designated agency, reference (a). The Naval Medical Materiel Support Command (NAVMEDMATSUPPCOM) is the designated agency for the Navy, reference (b). FMSO requires Navy supply activities issuing controlled drug substances to forward similar reports to NAVMEDMATSUPPCOM, reference (c).

b. The Monthly Issues of Controlled Drug Substances Report provides:

(1) requisition through receipt tracking of controlled drug substances.

(2) Navy management officials with an oversight capability to review requisitions for un



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usual quantities or types of controlled drug substances.

c. This instruction provides activities additional guidance on when a report is required and on the action to be taken in response to the report.

6. Action

a. Issuing Activities. Submit a Monthly Issues of Controlled Drug Substances Report to the Commanding Officer, Naval Medical Materiel Support Command, Fort Detrick, Frederick, MD 21701-5015. The report is due by the fifth working day of the month following the period in which such issues occurred. The report shall be in the format of enclosures (1) or (2) as appropriate. Issuing activities will report in an automated format whenever possible. The following automated formats are acceptable:

(1) Eight inch or five and one quarter inch Wang VS or OIC diskette.

(2) Nine track, 1600 BPI magnetic tape.

(3) Eight inch IBM compatible diskettes.

(4) Five and one quarter inch IBM PC or Wang PC compatible diskettes.

b. Reviewing Activity. NAVMEDMATSUPPCOM shall:

(1) Consolidate reports from all sources.

(2) Review monthly consolidated listings of all requisitions for controlled drug substances issued to or by Navy activities.

(3) Forward a consolidated listing to the commanding officer of the receiving activities for use by the Controlled Substances Inventory Board.

(4) Request review and justification from the

commanding officer of the receiving activity when unusual ordering patterns, questionable types, or excessive quantities are discovered.

(5) Forward a consolidated listing to Marine Corps activities when reported.

c. Receiving Activities

(1) Commanding officers shall:

(a) Ensure that the consolidated listings are delivered to the senior member of the Controlled Substances Inventory Board for use in its surveillance of controlled drug substances accountability.

(b) Provide NAVMEDMATSUPPCOM justification for the questionable or unusual items within 30 days of receipt of request. Justification will include:

- specific requirements
- monthly usage data
- stockage objectives
- acknowledgment of actual receipt

(c) Advise NAVMEDMATSUPPCOM when the receipts of controlled drug substances do not exactly match the consolidated listing, so that the documentation from the supply source to receiving activity may be investigated. To reduce paperwork, the monthly listing is furnished only to those activities for which a transaction has been recorded during the report period.

(2) The senior member, Controlled Substances Inventory Board shall:

(a) compare monthly listing to local inventory records; and

(b) report all discrepancies to NAVMEDMATSUPPCOM via the commanding officer.

7. Reports. The Monthly Issues of Controlled Drug Substances Report required by paragraph 6a is assigned report control symbol MED 6710-4 and is approved for three years only from the date of this directive. Program H-UH22 produces the required report for Uniform Automated Data Processing Systems (UADPS) - Stock Point Activities. Fleet issue ships and other support ships will submit similar reports utilizing Shipboard UADPS Program DI-100. Other Navy activities will submit manual Monthly Issues of Controlled Drug Substances Report MED 6710-4 (enclosure 1). The reporting requirement contained in paragraph 6c(2)(b) is exempt from reports control by OPNAVINST 5214.7.

H. HARDISTY
Vice Chief of Naval Operations

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MONTHLY ISSUE OF CONTROLLED DRUG SUBSTANCES REPORT
(SAMPLE - MANUAL FORMAT)

Requisitioning Activity/UIC: USS Neversail/V00001

Report Date: 7065

Issuing Activity/UIC: NAVHOSP Anywhere/N00002

<u>NSN</u> ¹	<u>Document No.</u> ²	<u>Nomenclature</u>	<u>U/I</u>	<u>Date</u> ³	<u>QTY</u>
6505001181914	V0000170540152	Diphenoxyla HCL	BX	7056	0002
6505001375891	V0000170540153	Diazepam Inj USP	BX	7056	0003
D0002-1064-02	V0000170540154	Dolophine 5 mg tab	BT	7057	0001
D0002-4170-01	V0000170550001	Synalgos-DC caps 100	BT	7057	0001

- 1 National Stock Number or National Drug Code (for non-NSN items). List NSN without hyphens. Preface Nation Drug Codes with "D" and include hyphenation, e.g. D1234-1234-12, D12345-1234-1, or D12345-123-12.
- 2 Receiving activity requisition document number.
- 3 Use Julian date YDDD - 7125 is 5 May 1987

MONTHLY ISSUE OF CONTROLLED DRUG SUBSTANCES REPORT
(SAMPLE - AUTOMATED FORMAT)

Card Columns	Field Description
1-13	National Stock Number or National Drug Code (for non-NSN items). List NSN without hyphens. Preface Nation Drug Codes with "D" and include hyphenation, e.g. D1234-1234-12, D12345-1234-1, or D12345-123-12.
14-27	Receiving activity requisition document number
28	"X" - If supplying activity does not have a routing identifier code to record in CC 59-61, else blank
29-34	UIC of supplying activity if "X" is entered in CC 28
35-54	Item nomenclature
55-56	Unit of issue
59-61	Routing Identifier Code (RIC) of supplier. If no RIC is assigned, CC 28-34 should be completed.
62-64	Blank
65-68	Date of transaction (date material supplied). Use Julian date YDDD - 7125 is 5 May 1987
69-73	Quantity supplied

Provide report sorted on (1) requisition document number (CC 14-27) and (2) date of transaction (CC 65-68).

Enclosure (2)