

HQMC  
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ERRATUM

to

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SAFEGUARDING OF DLA SENSITIVE INVENTORY

ITEMS, CONTROLLED SUBSTANCES AND

PILFERABLE ITEMS OF SUPPLY

1. Please change MCO 4450.11 to read 4450.11A. The PCN for this publication is 10205650000.

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DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22314

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NAVSUPINST 4440.146C  
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DLA-OW

DLA REGULATION  
NO. 4145.11

1 Feb 90

SAFEGUARDING OF DLA SENSITIVE INVENTORY ITEMS, CONTROLLED  
SUBSTANCES, AND PILFERABLE ITEMS OF SUPPLY  
(DLA supplementation is permitted at all levels.  
Military Service supplementation requires HQ DLA approval.)

I. REFERENCES. See enclosure 1.

II. PURPOSE AND SCOPE. To prescribe security policy, responsibilities, and procedures for the receipt, storage, shipment, and safeguarding of DLA sensitive inventory items, controlled substances, and pilferable items of supply as defined in paragraph IV. This regulation is applicable to HQ DLA, Defense Supply Centers (DSCs), Defense Depots, and Military Service storage sites in which subject items are stored for DLA wholesale system inventories. This regulation has been coordinated with and concurred in by the Departments of the Army, Navy, and the United States Marine Corps. It implements DoD Instruction 5210.71, Security of Selected Sensitive Inventory Items--Drugs, Drug Abuse Items, and Precious Metals. The security standards in paragraph IVE are applicable only to the Defense Depots.

III. POLICY

A. DLA items of supply will be provided protective measures to prevent loss from theft or pilferage during receipt, storage, and shipment. The extent of protection will be commensurate with statutory and regulatory requirements, the degree of susceptibility to theft or pilferage, and experience losses from theft or pilferage of applicable items.

B. Custodial responsibility will be established at Defense Depots and Military Service storage sites for the receipt, storage, handling, issue, and safeguarding of sensitive inventory items and controlled substances, as defined in paragraph IV.

C. The procedures prescribed in this regulation are subject to the internal management control requirements contained in DoD Directive 5010.38, Internal Management Control Program, and DLA Regulation 5010.4, Internal Management Control Program.

IV. DEFINITIONS

A. Categories of Material. The Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513) has divided controlled substances (drugs) into five schedules: Schedule I (not stocked in DoD system); Schedule II items which require vault storage; and Schedule III, IV, and V items which require as a minimum limited access area security. Definition of the subject items and security areas, including all items subject to this regulation, are as follows:

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1. Selected Sensitive Inventory Items. Those items security coded "R" or "Q" in the Defense Integrated Data System (DIDS) that are controlled substances, drug abuse items, or precious metals (DoD 4100.39-M, Volume 10, Chapter 4, Table 61).

2. Coded "R" Items. Precious metals, drugs, or other controlled substances designated as a Schedule I or II item, in accordance with Public Law 91-513. Other selected sensitive items requiring storage in an exclusion area, i.e., vault or safe, are included.

3. Coded "Q" Items. Drugs or other controlled substances designated as a Schedule III, IV, or V item, in accordance with Public Law 91-513. Tobacco products and other sensitive items, requiring limited access area security, are included.

4. Pilferage Codes. Pilferable items other than sensitive inventory items and controlled substances, having a unit of "use": weight of 25 pounds or less, cube of 1.0, unit price of \$5.00 or more, and a history of unexplained losses or known theft. DoD 4500.32-R. Volume I, specifically includes alcohol in this category. Also specifically included in this category are "Narcotics Paraphernalia" as described in subparagraph 5 below. Pilferable items are stored in limited access areas. Coding activities may categorize pilferage items by using the following codes:

CODE EXPLANATION

J	Pilferage - Pilferage controls may be designated by the coding activity to items coded U (Unclassified) by recording the item to J.
I	Aircraft engine equipment and parts.
M	Handtools and shop equipment.
N	Firearms.
P	Ammunition and explosives.
V	Individual clothing and equipment: e.g., Flight gear, flags, furs, etc.
W	Office machines.
X	Photographic equipment and supplies.
Y	Communication/electronic equipment and parts.
Z	Vehicular equipment and parts.

5. Narcotics Paraphernalia. Hypodermic needles and syringes and related drugs (e.g., lactose, mannitol) used in the illegal administration of heroin, other hard narcotics or dangerous drugs.

6. Precious Metals. Refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium, in bar, ingot, granulation, sponge, or wire form. (Does not include items containing precious metals unless so designated by the managing DSC.)

7. Controlled Substance. A drug, other substance, or immediate precursor included in Schedule I, II, III, IV, or V of Part B, Title II, Public Law 91-513, and coded "R" or "Q."

B. Defense Depot Requirements. Every prudent measure will be taken to ensure that the opportunity for undetected pilferage is kept to a minimum and all Government Property within the Defense Depots is properly safeguarded. Specific security requirements to ensure safeguarding of DLA sensitive inventory items, controlled substances

and pilferable items of supply are applicable to all Defense Depots. For further guidance, see DLAM 5710.1, Physical Security Manual.

1. Limit Warehouse Access. Access to Defense Depot warehouses will be limited to personnel with a need to enter the warehouse. Visitors will be escorted at all times.

2. Personnel Challenge. An aggressive personnel challenge policy will be initiated to ensure that all personnel working in an area are authorized to be present. All personnel employed in a controlled area have the responsibility to verify the purpose and identification of all unknown persons observed in the area.

3. Sign-In/Sign-Out Procedures. Sign-in/sign-out procedures will be established for all remote warehouse locations to show name of person/persons entering remote warehouse, date and time of entry, reason for entry, and date and time of departure. For the purpose of this regulation, a remote warehouse is one that is located away from the cluster of depot warehouses.

4. Materiel Movement. Ensure that receiving/storage and transfer/ shipping documents and materiel awaiting movement are not left unattended.

5. Privately-Owned Vehicles. Whenever practicable, parking areas for privately-owned vehicles shall be located away from the depot warehouses. If it is impractical to require that all privately owned vehicles be parked outside the depot warehouse area, then privately-owned vehicles will not be parked within 50 feet of any warehouse opening.

6. Random Personnel/Privately-Owned Vehicle Search. Random search procedures will be activated by each Activity Head as appropriate. Searches will be based on probable "cause" and/or "military necessity." For more guidance concerning search, see DLAR 5700.7, Search and Seizure.

C. Description of Areas. The following areas will be designated as controlled areas, signs posted, and will be protected in accordance with the physical security standards outlined in paragraph VIIC, below:

1. Exclusion Areas. The highest level of protection designated for coded "R" items in which access is restricted to only those persons whose duties actually require access. Basic security measures required at all exclusion areas are vaults having a three-tumbler combination, in 750-pound safes, or in anchored safes unless a Drug Enforcement Agency (DEA) Division Office has approved another type of secure facility. (The Division Offices in the United States and their locations are shown in enclosure 2.) Vaults/safes should be completely surrounded by an electrical alarm system connected to a central or security station in which people or security personnel signaled must have the legal duty to respond. Alarm system must contain tamperproof equipment approved by Underwriters Laboratories as Grade A; e.g., closed circuit, or equivalent rating. In addition, the minimum physical security standards in paragraph VIIC, below must also be used.

2. Limited Access Areas. The next highest level of protection in which uncontrolled movement would permit access to coded "Q" and pilferable items. Basic security measures required at all limited

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access areas are a fully-enclosed chain link barricade against windowless walls or walls with adequately barricaded window for a warehouse or a group of contiguous warehouses within the installation with windowless walls or adequately barricaded windows. Basic security measures required at all controlled areas are provided in paragraph VIIC, below.

D. Minimum Physical Security Standards. DLA users see DLAM 5710.1, Appendix E.

1. A personnel identification and control system. (Personnel assigned duties in areas designated for the storage of "R" or "Q" coded items will be designated as noncritical-sensitive positions under the provisions of DoD 5200.2-R, Personnel Security Program.)

2. All points of entrance or exit must be:

a. Controlled by receptionist or other persons whose duties include check of identification and entry approval, and;

b. Under intrusion detection system (IDS), which is connected to a central monitoring station, attended by personnel on duty capable of providing expeditious armed response to alarms.

3. Clearly defined perimeter barriers extending from floor to ceiling against windowless walls, or windows properly barricaded with locking devices approved by the installation's security officer.

4. Keys providing access will be maintained under continuous written accountability and will not be removed from the installation.

5. Specific requirements for the security of DLA sensitive inventory items, controlled substances, and pilferable items of supply are provided in paragraph VII.

E. Special Procedures. The Defense Depot storing coded "R" items, i.e., drugs and/or other controlled substances, will have all points of entrance or exit attended by dedicated personnel on duty capable of providing immediate armed response. These personnel will provide the required check of identification and entry approval for exclusion areas and if collocated, the limited access areas.

V. SIGNIFICANT CHANGES. This regulation has been revised to incorporate DSC standard procedures for the designation of pilferable items of supply; establishes procedures for distribution of Schedule II (Coded "R") Items of Supply to non-DoD customer; imposes more stringent safeguards and controls, and eliminates use of pilferage code "X" assignments by the Defense Depots. Security procedures applicable to DLA Defense Depots only have been added.

## VI. RESPONSIBILITIES

### A. HQ DLA

1. The Chief, Depot Operations Division, Directorate of Supply Operations (DLA-OW) will determine the degree of adherence to this regulation by liaison visits to Defense Depots and Military Service storage sites storing and issuing DLA-owned stocks.

2. The Command Security Officer, Command Security (DLA-I) will participate in the aforementioned visits to Defense Depots, as required.

### B. DLA Field Activities

1. The Commanders of DSCs will:

a. Establish a Pilferable and Sensitive Items Committee to review the subject items and to recommend to the DSC Director of Supply Operations which National Stock Numbers (NSNs) should be added or deleted using the provided paragraph IVA definitions as the general guidelines.

b. Appoint, on orders, a Pilferable and Sensitive Items Monitor, who will be responsible to review current designated subject items for potential deletions and to recommend potential subject additions to the Pilferable and Sensitive Items Committee.

c. Ensure, through validation, that all catalog additions/changes/deletions for those items designated as sensitive inventory items, controlled substances, and/or pilferable items have been properly coded, accepted, and established in the Defense Integrated Data Systems (DIDS) through the Defense Supply Center National Inventory Record (NIR).

d. Provide transaction register data monthly for sensitive inventory items and controlled substances (vault items) to applicable Defense Depots and Military Service storage sites and provide assistance necessary to assure transaction data are properly interpreted.

e. Reconcile discrepancies reported by Defense Depots' and Military Services' storage sites resulting from monthly comparison of transaction register with jacket files. Notify the Defense Depots and Military Service storage site of action taken or required to preclude recurrence of the discrepancy.

f. Ensure availability of secure facilities in determining stock positioning of sensitive inventory items, controlled substances, and pilferable items.

g. Ensure compliance with the provisions of this regulation.

h. Those items designated as subject to this regulation by other agencies, such as the Food and Drug Administration (FDA), DEA, etc., do not require committee review.

2. The Commanders of the Defense Depots and the Military Service Storage Sites in which Subject Items are Stored for DLA Wholesale System Inventories will:

a. Establish custodial responsibility by the appointment of a commissioned officer or designated representative for sensitive inventory items and controlled substances.

b. Ensure optimum protective measures, as applicable, for safeguarding designated sensitive inventory items, controlled substances and pilferable items.

c. Provide applicable physical security facilities, and develop local plans for acquisition of additional secure facilities for storage of designated items when needed.

d. Establish necessary administrative controls.

e. Send lists of candidate items for subject items additions/changes/deletions to the managing DSC for consideration.

f. Reconcile monthly the transaction register with jacket files. Advise applicable DSC of discrepancies and possible corrective action.

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VII. PROCEDURES

A. General. Storage facilities and procedures for operation will be adequate to ensure proper safeguarding of sensitive inventory items (Security Codes "R" and "Q") and pilferable items as follows:

1. Operational procedures will be established to provide the proper protection/safeguards for the items subject to this regulation from the point of receipt through stock selection to release to the carrier. Where practical, packaging and shipment operations for security coded "R" and "Q" items should be accomplished within the controlled area. If not practical, locked cages or similar secured containers will be used to provide the necessary safeguards for internal movement and while in transportation hold status.

2. Pilferable items ordinarily will not be stored in other than controlled areas. However, bulk quantities may be stored in uncontrolled areas should a lack of controlled space exist. In these instances containers must be sealed and banded. When such containers are opened for partial issue the residual quantities will be transferred to the controlled area. Coded "R" and "Q" items will not be stored in other than controlled areas regardless of the quantities received.

3. Operational procedures will also ensure controlled movement of authorized personnel into and out of secure facilities. Combinations and keys of locking devices will be safeguarded and limited to a minimum number of authorized personnel. Combinations will be changed at least once each year or when any personnel having access to the combination are reassigned, separated, or no longer have a need for this information, or the combinations have been subjected to compromise. Local procedures will provide for Security/Police Incident Reports on items apparently missing from stock.

B. Receiving. Receipts of sensitive inventory items, controlled substances, and pilferable items will be processed in accordance with DLAM 4140.2, Volumes I and III, Chapters 3, employing safeguarding measures until items are stored in secure facilities. Where practical, above items will be received directly into the secure facilities. The vault custodian will not accept any receipts until he/she or his/her designated representative has accounted for the quantity reflected on the receipt document. Shortages of sensitive inventory items and controlled substances will be additionally reported by Defense Depots to HQ DLA, ATTN: DLA-I, as a "Serious Incident Report" under the provisions of DLAR 5705.1. In order to alert Defense Depots and Military Service storage sites of shipment of sensitive inventory items and controlled substances, the DD Form 250, Material Inspection and Receiving Report, will be annotated as follows:

"CONTROLLED SUBSTANCES - REQUIRES \* \_\_\_\_\_ STORAGE."

\*Contractor will enter the word(s) "VAULT" or "LIMITED ACCESS" as required by the following contract paragraph: In accordance with Federal regulations, these drugs are identified by a distinctive CONTROLLED SUBSTANCE symbol. This symbol appears only on the immediate container or carton. "VAULT" is to be used for items bearing Symbol C-II; "LIMITED ACCESS" is to be used for items bearing

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Symbol C-III, C-IV, or C-V. A copy of the DD Form 250 shall be placed in an envelope and forwarded with the shipment, as required. The envelope containing the shipping documents accompanying the shipment shall be marked in CAPITAL LETTERS with the following notation:  
'CONTAINS SPECIAL INSTRUCTIONS.

C. Inventory. Inventory will be conducted in accordance with DoD 4000.25-2-M. Sensitive inventory items and controlled substances are subject to a 100 percent closed quarterly inventory. All discrepancies are subject to research and any unresolved discrepancies will be supported by a Report of Survey.

1. Sensitive inventory items and controlled substances will be additionally inventoried upon change of either Defense Depot or Military Service storage site custodianship or accountable officer.

2. The DSC will, after research has been concluded, report all inventory shortages of above items to:

a. The DEA Division Office. (Report controlled substances only.)

b. The Depot Commander concerned.

c. The Supporting Investigative Agency for Military Service storage sites.

d. HQ DLA, ATTN: DLA-I, for Defense Depots.

D. Jacket Files

1. Defense Depots and Military Service storage sites will establish procedures for the maintenance of jacket files for sensitive inventory items and controlled substances covering receipt, issue, and inventory adjustment transactions, and will perform monthly transaction analyses to evaluate the effectiveness of control of these items. Monthly transaction analyses will be performed by impartial personnel. A vault custodian and alternate vault custodian will be appointed in writing. The vault custodian will retain all documents, e.g., receipts, issues, or discrepancy reports necessary to support all entries posted in the DLA Form 539, Transaction Record of Sensitive Items, for a period of 2 years.

2. Material dropped from records as components for assembly will be recorded on DLA Form 539. A record of pickup and subsequent release for assembly of this material will be maintained apart from the jacket files for material in storage. This subsidiary file will be maintained in a current and auditable condition at all times, and the record balances will be verified monthly against the assembly components in the vault. Discrepancies will be reported to the applicable DSC for resolution.

E. Transshipments. Transshipments of coded "R" and "Q" items are not authorized. All direct vendor deliveries (DVDs), Defense Depot and Military Service storage site shipments of coded "R" and "Q" items must be shipped/delivered directly to the consignee in accordance with subparagraph F, below.

F. Shipment of Coded "R" and "Q" Items of Supply

1. General. Sensitive inventory items and controlled substances will be selected and prepared for shipment under the supervision of the storage activity custodian or his/her designated representative. (EXCEPTION: Direct Commissary Support System (DICOMSS) cigarette/

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tobacco product seavan shipments are exempt from the following provisions of this paragraph. Items will be packaged, packed, marked, and held within secure facilities until proper transfer of custodianship to the carrier. Commingling of above items with other material is forbidden including retrograde shipments and excess customer returns. Violations will be reported on SF 364, Report of Discrepancy.

2. Modes of Shipment. Shipment of controlled substances and sensitive inventory items will conform to the following:

a. Shipments of small individual amounts of sensitive inventory items and controlled substances will be made by registered parcel post, return receipt requested service (the receiving activity must also provide the printed name of the person receiving the shipment on the Postal Service (PS) Form 3811, Domestic Return Receipt (Postal Card) in addition to the required signature) subject to size and weight limitations as prescribed by the U.S. Postal Service (see exception, subparagraph F4b(6)).

b. Less than truckload (LTL) type shipments of sensitive inventory items and controlled substances that are not eligible for parcel post will be made by air or surface carriers under Signature and Tally Record (STR) Service as provided by DLAR 4500.3, chapter 34. Armed surveillance, armed guard, or armored vehicle service will not be used unless the type and quantity of items or the circumstances of the shipment require the added protection. Larger quantities may be shipped in sealed rail cars or motor vehicles, provided the item is otherwise acceptable to these modes of transportation. The division of order quantities into mailable parcels for the express purpose of avoiding movement by other modes of transportation is prohibited.

3. Documentation and Marking. For vendor, Defense Depot and Military Service storage site shipments, all shipping documentation and marking of exterior containers of sensitive inventory items and controlled substances will not indicate the NSN or the nomenclature of the items. Description of items on shipping documentation and exterior containers will indicate only general terms, such as "Medical Supplies" or "General Supplies," etc. Use of the word "Narcotics" on shipping containers or the documentation is prohibited. Packing lists will be placed inside the containers. The proper shipping name, precautionary markings, and labels prescribed by hazardous material regulations shall not be omitted from the outside of shipping containers.

4. Special Provisions (Coded "R" and "Q"). The shipment of controlled substances will be in accordance with subparagraphs 1, 2, and 3 above, and the following provisions:

a. Assemblies that Contain Controlled Substances (Coded "R" and "Q").

(1) All controlled substances have been removed from assemblies/kits presently in storage. However, if a minor/major assembly still contains a controlled substance, that substance will not be shipped as a part of the assembly. The controlled substance will be shipped separately on a separate DD Form 1348-1, DoD Single Line Item Release/Receipt Document (i.e., Materiel Release Order

(MRO)), and the SF 1104, U.S. Government Bill of Lading - Shipping Order. (Exceptions are survival kits as designated by the Defense Medical Standardization Board.)

(2) MROs for assemblies/kits destined to Military Assistance Program (MAP) countries or other Agencies not authorized to receive controlled substances will contain instructions from the DSC to ensure exclusion of the controlled substances from the assemblies.

(3) Disassembly actions will be conducted in an area where adequate security is provided to sensitive inventory items and controlled substances. Procedure will ensure controlled movement of these items to the vault or limited access area on a daily basis. Paperwork will follow if necessary. Disposal actions, where authorized, will be in accordance with subparagraph G, below.

b. Procedures for Medical Control Substances (Coded "R" and "Q") in Support of the International Logistics Program Shipments, e.g., Grant Aid, Foreign Military Sales

(1) Export shipments of controlled substances to countries under MAP will be controlled by export permits in accordance with Public Law 91-513, paragraphs 312.21 through 312.29. (Military Services are responsible for obtaining requisite export permits for narcotic controlled substances and for the initiation of DEA Form 236, Controlled Substance Import and Export Declaration, for nonnarcotic substances and furnishing the Defense Personnel Support Center (DPSC-R) the export permit number, expiration date of export permit, and applicable export terminal in accordance with DoD 5105.38-M.)

(2) MROs will not be issued without exception data identifying the export permit number, expiration date of export permit, export terminal to receive supplies, and, when applicable, terminal delivery date. Stock availability permitting, the issue of MROs for a single export permit will be limited to a single supplying location.

(3) Documentation (DD Form 1348-1 and SF 1104) and containers will be marked with the export permit number to enable control by customs officials.

(4) Shipments will be directed to the transportation terminal prior to the expiration date as specified by the permit authorization, or terminal required date, when applicable. Items for a single export permit will not be shipped on more than one shipment invoice per supplying location.

(5) Release of shipments of medical controlled substances to a foreign consignee or his/her agent within the United States is prohibited under any circumstances, e.g., shipments will not be addressed to or released to foreign country representatives/freight forwarders associated with the Foreign Military Sales Program.

(6) Direct shipments of controlled substances to MAP countries by parcel post are prohibited.

(7) Normally these shipments will move via air through the military transportation system. When it becomes necessary to ship via commercial transportation direct to the overseas destination, shipments will be made on a direct door-to-door arrangement and will cite the appropriate sponsoring Military Service funds on the

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movement documents. Only carriers capable of providing service as specified in DLAR 4500.3 will be used in this regard. Aforementioned applies equally to nonnarcotic controlled substances as well as narcotics controlled substances.

c. Distribution of Schedule II (Coded "R") Items of Supply to Non-DoD Customers. (This provision applies only to the Defense Personnel Support Center (DPSC) and the Defense Depots storing/distributing coded "R" items of supply.)

(1) Non-DoD Customer Procedures: Authorized non-DoD customers must complete DEA Order Form 222 for all Schedule II (coded "R") items of supply requisitioned from DPSC. The DEA Order Form 222 is a three part form. The requisitioner is required to file Part 3 of the DEA Order Form 222 and forward Parts 1 and 2 with the requisition to DPSC.

(2) DPSC Procedures

(a) DPSC must verify that each authorized non-DoD requisition for a Schedule II (coded "R") item of supply has been forwarded with a properly completed Parts 1 and 2 DEA Order Form 222. Incomplete/improper/unmatched requisitions and DEA Order Form 222s will be immediately rejected/returned to the requisitioner.

(b) DPSC will review accountable records to determine item availability. The requisition must be filled from only one depot as partial shipments are not authorized for non-DoD customers.

(c) DPSC will produce an exception Materiel Release Order (MRO) for each Schedule II (coded "R") item requisition corresponding to the requisitioner provided DEA Order Form 222.

(d) DPSC will transfer shipment authority to the shipping depot through endorsement of the DEA Order Form 222 (back of form) and forward the MRO with the endorsed DEA Order Form 222 Parts 1 and 2 to the shipping depot.

(3) Defense Depot Procedures: The Defense Depots will:

(a) Receive via mail a signed original DEA Order Form 222 (Part 1), the first copy (Part 2), and an exception MRO.

(b) Review the DEA Order Form 222 to ensure that DPSC has transferred shipment authority to the depot through endorsement.

NOTE: If this endorsement is missing, the MRO and DEA Order Form 222 are to be returned to DPSC without action.

(c) Annotate Parts 1 and 2 of the DEA Order Form 222 with the appropriate shipment information concurrent with the materiel shipment.

(d) Forward Part 2 of the DEA Order Form 222 to the servicing DEA Division Office.

(e) Maintain Part 1 of the DEA Order Form 222 on file for a period of 2 years from the date of shipment.

(f) Denials will be accomplished through existing denial procedures. Partial denials/shipments require quantity adjustments to the DEA Order Form 222. Total denials require the return of the DEA Order Form 222, Parts 1 and 2, to DPSC.

(4) Exceptions:

(a) Requests in support of life and death situations for non-DoD customers (i.e., received without the DEA Order Form 222) will be released/shipped in accordance with existing procedures.

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DPSC will forward the DEA Order Form 222, to arrive at the shipping depot within 14 workdays. The depot must contact DPSC via message (info DLA-OW, DLA-OS) requesting forwarding of the DEA Order Form 222 if not received within the specified 14 workdays.

(b) Issue Priority Group (IPG) I, II and III MROs received for non-DoD customers through the routine processing system (i.e., received without the DEA Order Form 222) will be suspended. DPSC will be informed of the error via message (info DLA-OW, DLA-OS), requesting cancellation and resubmission of the MRO with the required DEA Order Form 222.

(c) Should DPSC not respond to the message stating the deviations within 3 working days, the depot will refer the lack of response to DLA-OW/DLS-OS for resolution.

5. Clothing for Specified Overseas Customers. The following restrictive procedures will apply to surface shipments of clothing to all overseas customers:

a. Authorized outer containers for articles subject to this grouping may be printed or labeled with shipper's name and address but not printed or labeled with any uncoded information as to the nature, identity or style of the articles contained therein. Information as to color or size must be coded or abbreviated. Information in packing lists or invoices affixed to the outside of authorized containers must also be coded or abbreviated as required for labels or printing on the containers themselves except when contained in a sealed, opaque envelope or pouch.

b. Packing lists will also be placed inside the shipping containers.

c. Maximum unitization will be effected for small quantities of material which would otherwise be shipped as individual or small containers. Except for special shipping requirements, lightweight and less costly containers (e.g., solid fiberboard (V-board) and triple wall fiberboard containers) will be used in lieu of solid wood containers. Domestic fiberboard containers will not be used as shipping containers for overseas shipments. Overpacking may be employed in providing adequate protection and reducing repacking and obliteration of markings. Steel strappings will be applied in accordance with the requirements of container specifications.

G. Disposal of Sensitive Inventory Items and Controlled Substances

1. The Defense Depots and Military Service storage sites having physical custody of the materiel shall, upon the advice of the applicable DSC, report the intent to destroy items of supply identified as controlled substances to the Special Agent in Charge, DEA Division Office (enclosure 2). The report will use DEA Form 41, Registrants Inventory of Drugs Surrendered (enclosure 3) and will identify controlled substance(s) by generic name, quantity, and unit of issue. Division offices of the DEA will provide assistance in obtaining the necessary forms as well as disposal of small quantities if requested. DEA will advise the requesting activity if the DEA desires to witness the item disposition.

2. Disposal of sensitive inventory items and controlled substances declared to be unfit for use must be accomplished in

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accordance with all Federal, State, and local regulations. Hazardous waste disposal regulations may apply. Questions regarding acceptable methods for disposal of controlled substances should be directed to the U.S. Army Environmental Hygiene Agency (USAEHA), Aberdeen Proving Ground, Maryland 21010-5422. Their response will be coordinated with local health and pollution control officials.

3. Prior to ultimate disposal of controlled substances, the local Defense Reutilization and Marketing Office (DRMO) will be consulted to ensure disposal compliance with DoD 4160.21-M, chapter VI, paragraph 32. All disposal/destruction actions will be witnessed by the Defense Depot or the Military storage site Property Destruction Officer and two (2) additional disinterested parties. Signature verification will be affixed to both the DEA Form 41, and the DSC-generated disposal document, i.e., DD Form 1348-1, for future reference purposes.

4. Ultimate disposal of noncontrolled condemned hazardous items in FSC 6505 is the responsibility of the DRMO. However, physical custody will be retained by the generating activity pending disposition instructions from the DRMO.

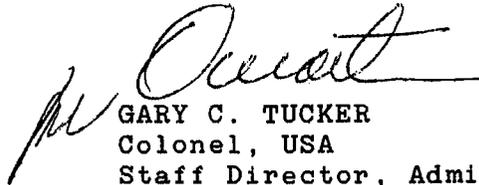
5. Precious metals, items containing precious metals, and pilferable items will be disposed of in accordance with DoD 4160.21-M (chapter VI and/or XVII).

6. Federal Supply Class 6505 medical items coded with physical security code "J" and items coded "U" (unclassified as a physical security protected item) will be afforded security protection as follows when contractor provided commercial containers (vans) are staged for disposal of FSC 6505 "J" and "U" coded items by the storage activities generating the disposal: (1) container will be locked with controlled access, (2) sign-in/sign-out procedures will be developed and followed, (3) key control procedures will be developed and enforced, and (4) locked container will be checked by security guard patrols. The above security measures are adequate safeguards for the protection of FSC 6505 items coded "J." The

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requirement for an intrusion detection system specified in DLAM 5710.1 for "J" coded items is not applicable to the container storing "J" coded items designated for disposal.

BY ORDER OF THE DIRECTOR



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1. References  
2. Listing of DEA  
    Division Offices  
3. DEA Form 41,  
    Registrants Inventory  
    of Drugs Surrendered

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Encl 1  
DLAR 4145.11  
AR 740-7  
NAVSUPINST 4440.146C  
MCO 4450.11A

References

- I. DoD 4100.39-M, Defense Integrated Data System (DIDS) Procedures Manual, Volume 4, Item Identification; Volume 10, Multiple Application References/Instructions/Tables and Grids.
- II. DoD 4130.2-M, Federal Catalog System Policy Manual.
- III. DoD 4160.21-M, Defense Utilization and Disposal Manual.
- IV. DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).
- V. DoD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP).
- VI. DoD 5200.2-R, DoD Personnel Security Program.
- VII. DLAM 4140.2/AR 735-110/NAVSUPINST 4400.79, Supply Operations Manual, Volume I, Distribution System Procedures.
- VIII. DLAM 4140.2, Supply Operations Manual, Volume II, Defense Supply Center Supply Operating Procedures and Volume III, Defense Depot Transportation and Supply Procedures.
- IX. DLAM 5710.1, Physical Security Manual.
- X. DLAR 4500.3/AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B, Defense Traffic Management Regulation.
- XI. DLAR 5705.1, Reporting of Criminal Violations.
- XII. DoD 4160.21-M-1, Defense Demilitarization Manual.
- XIII. DoD 5105.38-M, Security Assistance Management Manual (SAMM)
- XIV. DLAR 5700.7, Search and Seizure.
- XV. DLAR 5010.4, Internal Management Control Program.
- XVI. DoD 5010.38, Internal Management Control Program.

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DEA DIVISION OFFICES

DIVISION OFFICES

GEOGRAPHIC AREA

1. Atlanta Field Division  
United Family Life Bldg.  
Suite 200  
230 Houston St., N.E.  
Atlanta, Georgia 30303-2427  
404-221-4401  
North Carolina, South  
Carolina, Tennessee,  
Georgia
2. Boston Field Division  
JFK Federal Bldg., Room G-64  
Boston, Massachusetts 02203-0064  
617-223-2170  
Massachusetts,  
Connecticut, Vermont  
New Hampshire, Maine  
Rhode Island
3. Chicago Field Division  
18000 Dirksen Federal Bldg.  
Suite 500  
219 S. Dearborn St.  
Chicago, Illinois 60604-1791  
312-358-7875  
Illinois, Indiana, North  
Dakota, Wisconsin,  
Minnesota
4. Dallas Field Division  
1880 Regal Row  
Dallas, Texas 75235-2395  
214-767-7151  
Texas, Oklahoma
5. Denver Field Division  
U.S. Customs House, Room 316  
P.O. Box 1860  
Denver, Colorado 80201  
303-844-3951  
Colorado, Utah, New Mexico  
Wyoming
6. Detroit Field Division  
Federal Bldg., Room 357  
321 W. Lafayette St.  
Detroit, Michigan 48226-2702  
Michigan, Ohio, Kentucky
7. Houston Field Division  
4299 San Felipe St.  
Suite 200  
Houston, Texas 77027-2901  
713-229-2950  
Texas
8. Los Angeles Field Division  
Suite 800  
350 S. Figueroa St.  
Los Angeles, California 90071-1102  
213-688-2650  
California, Hawaii, Guam

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DEA DIVISION OFFICES (cont.)

<u>DIVISION OFFICES</u>	<u>GEOGRAPHIC AREA</u>
9. Miami Field Division 8400 N.W. 53rd St. Miami, Florida 33166-4580 305-591-4870	Florida, Puerto Rico
10. New Orleans Field Division 1661 Canal St., Suite 2200 New Orleans, Louisiana 70112-2888 504-589-3894	Louisiana, Mississippi, Alabama, Arkansas
11. Newark Field Division Federal Office Bldg. 970 Broad St. Newark, New Jersey 07102-2580 201-645-6060	New Jersey
12. New York Field Division 555 W. 57th St., Suite 1900 New York, New York 10019-2977 212-399-5151	New York
13. Philadelphia Field Division 10224 William J. Green Fed. Bldg. 600 Arch St. Philadelphia, Pennsylvania 19106-1650 215-597-9530	Pennsylvania, Delaware
14. Phoenix Field Division Valley Bank Center, Suite 1980 201 N. Central Avenue Phoenix, Arizona 85073-1980 602-261-4866	Arizona
15. San Diego Field Division 402 W. 35th St. National City, California 92050-7963 619-293-5654	Southern California
16. San Francisco Field Division Room 12215, 450 Golden Gate Ave. P.O. Box 36035 San Francisco, California 94102-3468 415-556-6771	Northern California

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DEA DIVISION OFFICES (cont.)

DIVISION OFFICES

GEOGRAPHIC AREA

- |   |  |
|---|--|
| 17. Seattle Field Division<br>Suite 301<br>220 W. Mercer St.<br>Seattle, Washington 98119-3964<br>206-442-5443                        | Washington, Oregon<br>Montana, Idaho, Alaska           |
| 18. St. Louis Field Division<br>Suite 200, Chromallory Plaza<br>120 S. Central Ave.<br>St. Louis, Missouri 63105-1717<br>314-425-3241 | Missouri, South Dakota,<br>Iowa, Nebraska, Kansas      |
| 19. Washington, D.C. Field Division<br>400 Sixth St. S.W., Room 2558<br>Washington, D.C. 20024-2706<br>202-254-8255                   | Washington, D.C., Maryland,<br>Virginia, West Virginia |

DMB Approval No. 1117-0007	<b>DEPARTMENT OF JUSTICE / DRUG ENFORCEMENT ADMINISTRATION</b> <b>REGISTRANTS INVENTORY OF DRUGS SURRENDERED</b>	PACKAGE No.
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The following schedule is an inventory of controlled substances which is hereby surrendered to you for proper disposition.

FROM: (Include Name, Street, City, State and ZIP Code in space provided below).

Defense Depot Mechanicsburg  
 ATTN: DIMP-T  
 5450 Carlisle Pike, P.O. Box 2030  
 Mechanicsburg, PA 17055-0789

Signature of applicant or authorized agent
Registrant's DEA Number
Registrant's Telephone Number

NOTE: REGISTERED MAIL IS REQUIRED FOR SHIPMENTS OF DRUGS  
 VIA US POSTAL SERVICE (see instructions on reverse of form)

NAME OF DRUG OR PREPARATION	Number of Containers	CONTENTS (Number of grams, tablets, ounces or other units per container)	Controlled Substance Content, (Each Unit)	FOR DEA USE ONLY		
				DISPOSITION	QUANTITY	
					GMS.	MGS.
1	2	3	4	5	6	7
1 6505-00-149-0111 Morphine Sulfate Inj Usp	1	5 CC	5 CC			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

NAME OF DRUG OR PREPARATION	Number of Containers	CONTENTS (Number of grams, tablets, ounces or other units per container)	Controlled Substance Content (Each Unit)	FOR DEA USE ONLY		
				DISPOSITION	QUANTITY	
					GMS.	MGS.
	2	3	4	5	6	7
17						
18						
19						
20						
21						
22						
23						
24						

The controlled substances surrendered in accordance with Title 21 of the Code of Federal Regulations, Section 1307.21, have been received in \_\_\_\_\_ packages purporting to contain the drugs listed on this inventory and have been: \*(1) Forwarded tape-sealed without opening; (2) Destroyed as indicated and the remainder forwarded tape-sealed after verifying contents; (3) Forwarded tape-sealed after verifying contents.

DATE 9/30 19 85

DESTROYED BY: Catherine A. Harrison

\*\* Strike out lines not applicable.

WITNESSED BY: Henry Manangon

**INSTRUCTIONS**

- List the name of the drug in column 1, the number of containers in column 2, the size of each container in column 3, and in column 4 the controlled substance content of each unit described in column 3: e.g., morphine sulfate tabs., 3 pks., 100 tabs., 1/4 gr. (16 mg.) or morphine sulfate tabs., 1 pkg., 83 tabs., 1/2 gr. (32 mg.), etc.
- All packages included on a single line should be identical in name, content and controlled substance strength.
- Prepare this form in quadruplicate. Mail two (2) copies of this form to the Special Agent in Charge, under separate cover. Enclose one additional copy in the shipment with the drugs. Retain one copy for your records. One copy will be returned to you as a receipt. No further receipt will be furnished to you unless specifically requested. Any further inquiries concerning these drugs should be addressed to the DEA District Office which serves your area.
- There is no provision for payment for drugs surrendered. This is merely a service rendered to registrants enabling them to clear their stocks and records of unwanted items.
- Drugs should be shipped tape-sealed via prepaid express or registered mail to Special Agent In Charge, Drug Enforcement Administration, of the DEA District Office which serves your area.

**PRIVACY ACT INFORMATION**

**AUTHORITY:** Section 307 of the Controlled Substances Act of 1970 (P.L. 91-513).

**PURPOSE:** To document the surrender of controlled substances which have been forwarded by registrants to DEA for disposal.

**ROUTINE USES:** This form is required by Federal Regulations for the surrender of unwanted Controlled Substances. Disclosures of information from this system are made to the following categories of users for the purposes stated.

- A. Other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes.
- B. State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes.

**EFFECT:** Failure to document the surrender of unwanted Controlled Substances may result in prosecution for violation of the Controlled Substances Act.