



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382



NGB-ARP-H

14 October 1994

MEMORANDUM FOR THE CHIEF OF STAFF OF ALL STATES, PUERTO RICO,  
THE VIRGIN ISLANDS, GUAM, AND THE DISTRICT  
OF COLUMBIA

SUBJECT: (All States Log Number P95-0004) Formularies

1. This guidance establishes policy and responsibilities relative to the management of Federal Supply Class 6505 materiel (pharmaceuticals) in the ARNG. It is applicable to all ARNG units/elements, ARNG training sites, ARNG physical examination facilities, and, when approved, State/Installation Health and Dental Clinics. It restricts issue of pharmaceuticals by USPFO, ARNG Med Log Bn, and other units and agencies operating as Supply Support Activities (SSA). This policy will be reflected in the next update of SB 8-75-S10 which will be published October 1994.
2. In the past States were encouraged to limit their requests to items stocked at the supporting Installation Medical Support Activity (IMSA). The Army Medical Department is moving away from dependence on large on-hand stockage of pharmaceuticals to a system using commercial suppliers. This arrangement is called Prime Vendor Contracts. With this system IMSA's can get virtually what ever they want within 24-36 hours. An agreement has been reached between NGB and U.S. Army Medical Command (MEDCOM) for States to be able to take advantage of this system as well. Future specific guidance will be provided to States on how to use this system.
3. Medical units/elements are authorized to stock pharmaceutical/medical items for emergency use during IDT. The basic philosophy is that ARNG health care providers, to include physicians, physician assistants, nurses and Medical Corpsmen should have IDT access to those pharmaceuticals they have been trained to administer and which are required to preserve life or limb when they are assigned a mission that could require such treatment. Examples include but are not limited to convoy support and range support duties. The State Surgeon in conjunction with the Health Care Provider at the unit will determine which items will be stocked for emergency use. Units are responsible to maintain security, quality control and accountability on these items.
4. A formulary is defined as a list of pharmaceuticals authorized for stockage by a medical element. The only units authorized to stock Federal Supply Class (FSC) 6505 materiel are

NGB-ARP-H

SUBJECT: (All States Log Number P95-0004) Formularies

those with valid formularies. All medical units and medical elements of operational units should have individual formularies. The State formulary is a collection of all individual unit formularies.

5. Format:

a. To be valid, a formulary must list the units to which it applies, identify and state the level of provider (physician or physician's assistant, etc) who must be present to dispense each pharmaceutical not authorized for dispensing by a medical corpsman, and be dated and signed by the State Surgeon (signature authority cannot be delegated). Additionally, the USPFO must be provided in writing, the highest level health care provider who is assigned to the unit. This allows the USPFO to approve only requisitions for those items which regulations and law allow to be dispensed by the personnel assigned to the unit. With the exception of the items listed in paragraph 8a, no ARNG units will stock any FSC 6505 item unless it is authorized on a valid formulary.

b. Each item listed on the formulary will be described with its NSN/MCN (Management Control Number, for Prime Vendor items where an NSN is not available), nomenclature, size of unit pack or strength (i.e. 50s, 10mg/ml) and whether it is permitted to be stocked during IDT, AT or both.

c. Controlled Substances authorized by formulary will show R or Q in the NOTES column as listed by CIIC field in the Management Data Section of the DoD Medical Catalog (MEDCAT).

d. The State Surgeon will sign and date each formulary.

6. Review: The formulary will be reviewed annually by the State Surgeon. A new signature and date by the State Surgeon is evidence of an annual review. This review should take place with enough time before the AT cycle to allow units/elements and the USPFO to make the required adjustments. Items required infrequently, other than those which could be required for emergency treatment to preserve life or limb, should be omitted from the formularies of MTOE units and, when required, should be procured by individual prescription from the pharmacies of military medical facilities or civilian pharmacies. Formularies are considered valid for one year.

7. Post Annual Training Report of Usage: Within 60 days of AT all medical units/elements will report the quantity of items used during their AT cycle. This allows the State Surgeon to compare projection vs actual usage and adjust authorized quantities on

NGB-ARP-H

SUBJECT: (All States Log Number P95-0004) Formularies

the formulary. This report may be made by annotating the Qty used on the formulary.

8. Changes to the Formulary: Items are added/deleted and quantities are changed by authorization of the State Surgeon. Units will petition the State Surgeon by memorandum recommending the change(s) and stating the justification. After approval, the Formulary will be adjusted by the State Surgeon and distributed as described in para 9. The State Surgeon processes formulary requests based on the following guidance:

a. The following items do not require documentation on formularies:

- (1) Ammonia Inhalant Solution, Aromatic
- (2) Aspirin, USP
- (3) Acetaminophen, USP
- (4) Ibuprofen
  
- (5) Calamine Lotion, Phenolated
- (6) Chigger Repellent and Antipyretic Lotion
- (7) Isopropyl Alcohol, USP
- (8) Lubricant, Surgical
- (9) Mineral Oil, Light, USP
  
- (10) Petrolatum, White, USP
- (11) Povidone - Iodine Topical Solution, USP
- (12) Sunscreen Preparation
- (13) Talc, USP
- (14) Undecylenic Acid and Zinc Undecylenate Powder

b. In the case of TOE units, as far as consistent with an acceptable standard of patient care, formularies should use the pharmaceuticals which would be components of the TOE set authorized to the units. (This will provide medical personnel with the opportunity to function with the medical materiel to which they will be limited upon mobilization. This restriction is not intended to limit units to items found in TOE sets if other items are needed to provide anticipated patient care.)

9. Distribution: Upon approval of the formulary, one copy will be retained by the State Surgeon, one copy provided to the unit, one copy furnished to the stock control branch of the USPFO, and one copy will be sent to NGB for the Guard Surgeon's review at:

NGB-ARP-H  
111 South George Mason Drive  
Arlington, VA 22204-1382

NGB-ARP-H

SUBJECT: (All States Log Number P95-0004) Formularies

10. Formularies, in combination with CTA 8-100 constitute FSC 6505 requisitioning authority for ARNG medical elements.

11. Vaccines for immunizations required by AR 40-562 are not required to be listed on formularies. However, issue will be approved by USPFO only in conformance with written guidance from the State Surgeon. Only units with personnel trained and authorized to administer immunizations should be issued the vaccine and supplies. Units wishing to stock vaccines on a year-round basis must have those vaccines listed on their formularies.

12. This policy expires 30 September 1995.

13. Further guidance on the management of Medical Materiel in the ARNG can be found in SB 8-75-S10.

14. POC for this office is MAJ Bradford DSN 327-7476, CML (703) 607-7476, FAX 7488.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl



EDWARD K. JEFFER  
Colonel, GS  
Chief Surgeon, Army National Guard

FIGURE 1 EXAMPLE OF FORMAT:

FORMULARY FOR THE STATE OF \_\_\_\_\_

Provider Codes:

- A = Enlisted
- B = Physician Assistant
- C = Physician
- D = Special Forces Medic

| <u>ITEM DESCRIPTION</u>  | <u>NOTES</u> | <u>CODE</u> | <u>NSN/MCN</u>   | <u>U/I</u> | <u>INITIAL STOCKAGE QUANTITY</u> | <u>QUANTITY CONSUMED LAST YEAR</u> | <u>AT/IDT USE AT/IDT</u> |
|--|--------------|-------------|------------------|------------|----------------------------------|------------------------------------|--------------------------|
| Hexachlorophene 3% Detergent Cleanser                            |              | ABCD        | 6505-00-149-0746 | PG         |                                  |                                    |                          |
| Codeine Phosphate & Acetaminophen<br>Tablets 500's               | Q            | BC          | 6505-00-147-8347 | BT         |                                  |                                    | AT                       |
| Diphenhydramine HCL Inj 50mg/ml<br>5 ml vial                     |              | BCD         | 6505-01-274-8548 | PG         |                                  |                                    | AT/IDT                   |
| Meclizine HCL Tablets 100's                                      |              | ABCD        | 6505-00-926-2111 | BT         |                                  |                                    | AT/IDT                   |
| Triamcinolone Acetonide Suspension<br>10mg/ml 5 ml               |              | BC          | 6505-00-065-6772 | BT         |                                  |                                    | AT                       |
| Epinephrine HCL Inj., Syringe and<br>needle unit 100mg/10ml 10's |              | BCD         | 6505-01-093-2382 | BX         |                                  |                                    | AT/IDT                   |
| Milk of Magnesia 12oz  |              | ABCD        | 6505-00-148-7263 | BT         |                                  |                                    | AT                       |
| Diazepam Tablets 5mg 100's                                       | Q            | BC          | 6505-01-098-5802 | PG         |                                  |                                    | AT                       |
| Eugenol 28.35 G 1oz  |              | ABCD        | 6505-00-153-8379 | BT         |                                  |                                    | AT/IDT                   |
| Benzoin Tincture Compound 474ml                                  |              | ABCD        | 6505-00-261-7257 | BT         |                                  |                                    | AT                       |
| Sodium Chloride for Irrigation 2000ml                            |              | ABCD        | 6505-01-246-1923 | PG         |                                  |                                    | AT/IDT                   |

Signed \_\_\_\_\_  
COL (LTC/MAJ), MC  
State Surgeon

STATE SURGEON for the State of \_\_\_\_\_

MEMORANDUM FOR USPFO for the State of \_\_\_\_\_

SUBJECT: Unit List of Level of Health Care Provider

1. The following units have a Physician as the highest level of Health Care Provider:
2. The following units have a Physician Assistant as the highest level of Health Care Provider:
3. The following units have a Special Forces Medic as the highest level of Health Care Provider:
4. The following units have an enlisted Health Care Provider:

Signed \_\_\_\_\_  
COL (LTC/MAJ), MC  
State Surgeon