

NDCSWINST 6750.1C  
PM  
30 March 1999

NAVDENCEN SOUTHWEST INSTRUCTION 6750.1C

Subj: AUDIT BOARD FOR PRECIOUS AND SPECIAL DENTAL METALS, AND  
CONTROLLED SUBSTANCES INVENTORY BOARD

Ref: (a) MANMED, Articles 6 – 153, 154, 155; 21 – 24, 47

Encl: (1) Monthly Summary Report Gold and Dental Special Metals Inventories  
(2) Monthly Summary Report Controlled Substances Inventories

1. Purpose. To provide information on the appointment and conduct of subject boards in accordance with reference (a). This instruction has updated reporting procedures and should be read in its entirety.
2. Cancellation. NAVDENCENSIEGOINST 6750.1B
3. Discussion. To comply with reference (a), audit boards will be established in each branch clinic storing precious and special dental metals and controlled substances to conduct the required inventories.
4. Board Members. The appointment of members to the Audit Board for Precious and Special Dental Metals or the Controlled Substances Inventory Board will be among officers and senior enlisted personnel attached to respective branch clinics. The custodians of materials to be inventoried are excluded from membership of the designated boards.
5. Composition. The board will be composed of not less than three members, one of whom must be a commissioned officer (a dental officer whenever possible), and two others who may be commissioned officers or chief petty officers.
6. Action
  - a. Branch Directors. From eligible personnel on board for duty, appoint appropriate audit boards to conduct monthly inventories (preferably on the first working day of the month following the reported month) as required by reference (a). In those clinics where an insufficient number of qualified members are available, local agreements to obtain necessary board membership are authorized.
  - b. Custodians. Prior to convening the board, inventories shall be prepared in smooth form in accordance with reference (a). All receipts and disposition records will be available to the board to support the statement.

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c. Audit Board Members. All members will be thoroughly familiar with reference (a).

7. Reports

a. An original monthly report is required to be submitted to the Command, Controlled Substances / Precious and Special Dental Metals Inventory Boards Coordinator by the 10th of the month following the reported month, via the Branch Clinic Director.

b. A copy of the report is retained by the submitting activity.

c. The Command Coordinator collects reports from all required branch clinics and submits a consolidated report (individual reports as enclosures) to the Commanding Officer for approval. Additional summary reports, enclosures (1) and (2), will tract timeliness and accuracy over the fiscal year.

d. The original consolidated report, with enclosures, will be retained in Headquarters Administration spaces. A copy of the approved report cover letter will be forwarded to submitting activities for filing with copies of their individual reports.

D. D. WOOFER

Distribution:  
List 1, Case 1,2

