



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CENTER  
2310 CRAVEN ST.  
BOX 368147  
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 6750.2E  
015

20 APR 1993

NAVDENCEN SAN DIEGO INSTRUCTION 6750.2E

Subj: DENTAL HANDPIECE CONTROL AND INVENTORY SYSTEM

Ref: (a) SECNAVINST 5500.4F  
(b) NAVDENCENS DIEGO INST 6700.1D

Encl: (1) Quarterly Inventory of Dental Handpieces

1. Purpose. To assign responsibility for the purchase, maintenance, and security of dental handpieces.

2. Cancellation. NAVDENCLINICINST 6750.2D

3. Background. To function effectively, dental commands must have adequate numbers of properly maintained dental handpieces. Each Branch Clinic will have unique handpiece quantity requirements based on workload and type, sterilization turn around times, and manning levels.

4. Policy. Responsibility for requisitioning, maintenance and security of dental handpieces will rest with the cognizant clinic director. The funding and purchasing of dental handpieces will be the responsibility of Naval Dental Center Comptroller and Head, Materiel Management Department.

5. Action

a. Branch Directors will requisition handpieces sufficient to maintain adequate quantities at all times. Consideration should be given to work load and type, sterilization turn around times, manning levels, and repair turn around time. Handpiece selections will be limited to those authorized by Repair Division.

(1) Purchase request for replacement of missing, lost or stolen handpieces will be accompanied by a Missing, Lost, Stolen or Recovered (MLSR) Report, Survey Document DD Form 200, prepared per reference (a).

(2) All purchase request for replacement of damaged or excessively worn handpieces will be accompanied by a Medical/Dental Maintenance Work Order, NAVMED 6700/4, completed per reference (b). The condition of the damaged or worn handpieces must be documented on the form by Repair Division.

20 APR 1993

(3) All other handpiece purchase requests will be accompanied by a written justification citing the reason additional handpieces are needed.

b. Branch Directors will ensure that handpieces are maintained in strict accordance with manufacturer's instructions. Handpieces which require maintenance or repair beyond the capability of the clinic will be delivered to Repair Division per reference (a).

c. Branch Directors will maintain a listing of all clinical handpieces. Clinic Directors will conduct a quarterly inventory and reconcile the results with enclosure (1). Discrepancies will be reported immediately to the Command Security Officer for appropriate Missing, Lost, Stolen or Recovered reporting per reference (a).

d. Materiel Management Department (Repair Division) is responsible for management of the NDC, San Diego handpiece control and inventory system.

e. Materiel Management Department (Repair Division) will provide handpiece maintenance and repair as requested by the clinics per reference (b).

f. Materiel Management Department (Repair Division) will prepare a list of handpieces authorized for purchase, and manufacturer's instructions for all handpieces used in the command.

6. Forms. NAVMED 6700/4 and DD Form 200 are available through the Materiel Management Department (Supply Division).

7. All personnel involved in handpiece control and inventory shall familiarize themselves and comply with the contents of this instruction.

  
T. C. SPLITZGERBER

NAVDENCENS DIEGO INST 6750.2E  
20 APR 1993

MEMORANDUM

From: Head, Materiel Management Department  
To: Director, Branch Dental Clinic, \_\_\_\_\_  
Subj: QUARTERLY INVENTORY OF DENTAL HANDPIECES  
Ref: (a) NAVDENCENS DIEGO INST 6750.2E  
Encl: (1) Handpiece Inventory Data Base for Branch Dental  
Clinic \_\_\_\_\_

1. Per reference (a), it is time to inventory your assigned handpieces and compare your clinic handpiece master inventory list with enclosure (1). Note any discrepancies and/or comments you may wish to make on enclosure (1). Use the remarks column to show any handpiece turned in for repair, surveyed, lost/gained by inventory, serial number change, or other appropriate information. All discrepancies shall be thoroughly investigated to determine responsibility.

2. Date and sign the endorsement below and return to Head, Materiel Management Department together with enclosure (1).

Signature

-----  
Date: \_\_\_\_\_

FIRST ENDORSEMENT

From: Director, Branch Dental Clinic, \_\_\_\_\_  
To: Head, Materiel Management Department

1. Handpiece inventory was completed this date. Enclosure (1) is submitted.

Signature

Enclosure (1)

(3) All other handpiece purchase requests will be accompanied by a written justification citing the reason additional handpieces are needed.

b. Branch Directors will ensure that handpieces are maintained in strict accordance with manufacturer's instructions. Handpieces which require maintenance or repair beyond the capability of the clinic will be delivered to Repair Division per reference (a).

c. Branch Directors will maintain a listing of all clinical handpieces. Clinic Directors will conduct a quarterly inventory and reconcile the results with enclosure (1). Discrepancies will be reported immediately to the Command Security Officer for appropriate Missing, Lost, Stolen or Recovered reporting per reference (a). → attach

d. Materiel Management Department (Repair Division) is responsible for management of the NDC, San Diego handpiece control and inventory system.

e. Materiel Management Department (Repair Division) will provide handpiece maintenance and repair as requested by the clinics per reference (b).

f. Materiel Management Department (Repair Division) will prepare a list of handpieces authorized for purchase and manufacturer's instructions for all handpieces used in the command.

6. Forms. NAVMED 6700/4 and DD Form 200 are available through the Material Management Department (Supply Division).

7. All personnel involved in handpiece control and inventory shall familiarize themselves and comply with the contents of this instruction.

D. D. WOOFER

Dist:  
List 1, Case 1, 3