SUBJECT: Medical Logistics Guidance for the DoD Coronavirus Disease 2019 (COVID-19) Vaccination Program

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Procedural Instruction (DHA-PI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (n), establishes the Defense Health Agency’s (DHA’s) procedures for ordering, receiving, and managing COVID-19 Vaccines inventory and ancillary kits.

2. APPLICABILITY. DHA, DHA components, Markets, Military Departments (MILDEPs), Military Medical Treatment Facilities (MTFs), all personnel to include: assigned or attached Active Duty and Reserve members, federal civilians, member of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA, to include DHA regional and field activities (remote locations), and subordinate organizations administered and managed by DHA, to include MTF under the authority, direction, and control of the DHA.

3. POLICY IMPLEMENTATION. It is DHA’s instruction, pursuant to References (a) through (m) that MTFs and DHA Components will follow procedures outlined in this DHA-PI.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Assistant Director (AD), Combat Support. When MTFs are unable to comply with this publication the MTF may request a waiver by providing justification that includes a full analysis of the expected
benefits and must include a formal review by the MTF senior officer. The MTF senior leader will endorse the waiver request and forward them through their chain of command to the Director, DHA to determine if the waiver may be granted.

7. **RELEASABILITY. Cleared for public release.** This DHA-PI is available on the Internet from the Health.mil site at: https://health.mil/Reference-Center/Policies and is also available to authorized users from the DHA SharePoint site at: https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx.

8. **EFFECTIVE DATE.** This DHA-PI:

   a. Is effective upon signature.

   b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. **FORMS.**

   a. The following DD Forms are available at https://www.esd.whs.mil/Directives/forms/.

      (1) DD Form 250, Material Inspection and Receiving Report

      (2) DD Form 1155, Order For Supplies Or Services

      (3) DD Form 1348-1A, Issue Release/Receipt Document

   b. DHA Form 177, Potentially Compromised TSMP Worksheet is available at https://info.health.mil/cos/admin/DHA_Forms_Management/DHA_Forms1/DHA%20177.pdf.

   /S/
   RONALD J. PLACE
   LTG, MC, USA
   Director

Enclosures
1. References
2. Responsibilities
3. Procedures
Glossary
ENCLOSURE 1

REFERENCES

(a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
(c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
(d) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
(e) DHA-Procedural Instruction 6430.02, “Defense Medical Logistics (MEDLOG) Enterprise Activity (EA),” September 27, 2018
(f) Defense Logistics Agency Regulation 4145.21, “Preparation of Medical Temperature Sensitive Products Requiring Cold Chain Management for Shipment,” November 20, 2018
(g) U.S. Department of Health and Human Services, Centers for Disease Control (CDC) and Prevention, “Vaccine Storage and Handling Toolkit,” January 2019
(h) DHA-Guide “Vaccine Storage and Handling Guide,” August 2018, as amended
(i) DHA-Procedural Instruction 3700.01, “Director’s Critical Information Requirements (DCIRs), Situation Report (SITREP),” October 4, 2019, as amended
(j) U.S. Department of Health and Human Services, Centers for Disease Control (CDC) and Prevention, “COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations,” September 16, 2020
(k) U.S. Department of Health and Human Services, Centers for Disease Control (CDC) and Prevention, “Supplemental COVID-19 Vaccine Redistribution Agreement,” September 14, 2020
(l) U.S. Department of Health and Human Services, Centers for Disease Control (CDC) and Prevention, “Vaccine Storage and Handling Toolkit,” January 2020
(m) USAMMA-DOC, “Vaccine Redistribution Standard Operating Procedures (SOP),” September 2019

1 This reference can be found at: https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf.
2 This reference can be found at: https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html.
3 This reference can be found at: https://www.usamma.army.mil/Pages/DOC-Home.aspx.
ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will assign the Chief, DHA Medical Logistics (MEDLOG) to implement this DHA-PI. DHA Director shall be responsible for coordination with MILDEPs and development of process for redistribution to MILDEPs.

2. SECRETARIES OF THE MILDEPS. The Secretaries of the MILDEPs must ensure MTFs under their command and control comply with the guidance in this publication.

3. DHA, ADs. The DHA, ADs must ensure military MTFs or DHA components implement and comply with this DHA-PI.

4. DEPUTY ASSISTANT DIRECTOR, MEDLOG. The Deputy Assistant Director, MEDLOG will perform oversight of the delivery of all MEDLOG business functions at DHA MTF or DHA Components in accordance with References (b) through (m).

5. MTF DIRECTORS. The MTF Directors must establish effective MEDLOG procedures to support and ensure adherence to ordering, receipting, and managing inventory of COVID-19 Vaccines guidelines included in this DHA-PI and must:
   
   a. Ensure Immunization and MEDLOG designate Points of Contacts (POCs) communicate the daily usage of COVID-19 Vaccines administered in order to track accurate movements and all inventory status changes of the vaccine in accordance with Operation Warp Speed (OWS) requirements.

   b. Ensure Temperature Monitoring Device systems are capable of monitoring storage locations 24 hours a day, 7 days a week, and notify the appropriate personnel when a failure is detected.

   c. Implement more stringent inspection and recording requirements than what is specified in this DHA-PI if appropriate.

   d. Ensure the Temperature Sensitive Medical Products (TSMP) Coordinator performs all tasks required in supporting this DHA-PI.

   e. If a MTF is designated as an MTF Redistribution Hub, ensure COVID-19 Vaccine and ancillary kit(s) are handled in accordance with the manufacturer, Centers for Disease Control and
Prevention (CDC), and U.S. Army Medical Materiel Agency Distributions Operations Center (USAMMA-DOC) guidance on COVID-19 Vaccine storage, shipping and handling procedures.

f. If a MTF is designated as the MTF supported by an MTF Hub, ensure COVID-19 Vaccine and ancillary kit(s) are handled in accordance with the manufacturer, CDC, and USAMMA-DOC guidance on COVID-19 Vaccine storage, shipping, and handling procedures.

6. CHIEF, MTF MEDLOG. The Chief, MTF MEDLOG is responsible for all MEDLOG operations in the MTF or satellite MTF, and DHA Component to the extent authorized by the MTF Director. The Chief MTF, MEDLOG will act as the single point of contact for orchestrating effective and efficient supply chain support for MTFs or DHA Components. Additionally, the Chief MTF, MEDLOG must:

a. Ensure all storage units are labeled properly.

b. Ensure storage units are physically monitored per the guidelines of this DHA-PI.

c. Ensure proper documentation of storage unit temperatures.


e. Designate a MEDLOG POC to maintain the COVID-19 Vaccine on-hand balances within the COVID-19 Customer Owned Assemblage based on daily updates from the Immunization POC.

f. If a MTF is designated as an MTF Redistribution Hub, ensure:

   (1) All material required for handling and redistributing COVID-19 Vaccine and ancillary kits are onsite prior to receiving the materials.

   (2) COVID-19 Vaccine and ancillary kit(s) are handled in accordance with the manufacturer, CDC, and USAMMA-DOC guidance on storage, shipping and handling procedures.

7. ACCOUNTABLE MEDICAL SUPPLY OFFICER. The Accountable Medical Supply Officer must:

a. Maintain the required storage temperatures, and have a calibrated working recording thermometer.

b. Ensure all freezers/refrigerators storing COVID-19 vaccines have their own certified and calibrated Temperature Monitoring Devices.
c. Follow CDC guidance: Avoid placing or storing any items other than vaccines, diluents, and water bottles inside storage units. If other medications and biological products must be stored in the same unit as vaccines, they must be clearly marked and stored in separate containers or bins from vaccines. Potentially contaminated items (e.g., blood, urine, stool) should be properly contained and stored below vaccines to avoid contamination from drips or leaks. For further guidance go to https://www.cdc.gov/vaccines/pubs/pinkbook/vac-storage.html.

d. Ensure personnel handling COVID-19 Vaccines and ancillary kits comply with all handling instructions from the manufacturer and federal guidelines.

e. Ensure all applicable guidance provided within this DHA-PI is followed.

8. TSMP COORDINATOR. The TSMP Coordinator has overall responsibility for monitoring the TSMP program at the MTF. The TSMP Coordinator must:

   a. Ensure each freezer is labeled as “Freezer Ultralow -80° Celsius (C)” or “Freezer -20°C” and refrigerators labeled as “Refrigerator 2-8°C” and labeled for “COVID-19 Vaccine storage” on the outside of the unit.

   b. Ensure COVID-19 Vaccine and ancillary kits’ storage unit temperatures are documented on the Temperature Log for each unit.

   c. Ensure physical checks are performed at the beginning and end of each duty day for proper operation and temperature ranges of COVID-19 Vaccine ancillary kits’ storage units in accordance with USAMMA-DOC and Defense Logistics Agency (DLA) guidance.

   d. Ensure manufacturer required temperature parameters must be strictly adhered to when transporting to Off-Site locations will always store and transport within the parameters of 2° to 8°C (36° to 46° Fahrenheit).

   e. Ensure all MTF or DHA component departments are following appropriate manufacturer, CDC, USAMMA-DOC, and DHA guidance for COVID-19 Vaccines and ancillary kits.

   f. Unless specifically prohibited by other DHA guidance, COVID-19 Vaccine storage and ancillary kit units must be connected to an emergency or backup power source to ensure proper storage conditions are maintained during commercial power interruption. Outlying clinics are an exception to the backup power source requirement.

9. OUTLYING CLINICS. The Clinic Officer in Charge is responsible for ensuring proper COVID-19 Vaccines and ancillary kits handling processes, procedures, and storage are adhered to while used at off-site clinics and other remote locations (away from the main MTF) such as a Soldier Readiness Processing site. To reduce potential losses at these sites, minimize on-hand
materiel and return remaining TSMP to a properly monitored and alarmed storage area at the end of each duty day.
ENCLOSURE 3

PROCEDURES

1. CONTINENTAL UNITED STATES (CONUS) MTF COVID-19 PROCESS IN DMLSS.

Note: CONUS Naval Fleet Activities will utilize their seasonal influenza vaccine ordering process for COVID-19 Vaccine and ancillary kits via DLA.

a. The quantity of COVID-19 Vaccine and ancillary kits requested is based on the requirements for the MTF’s population at risk which has been vetted and consolidated at the DHA Immunization Health Division.

b. The Service Vaccine Representative will coordinate with the MTF on the quantity they will order. The MTF will submit the order to the USAMMA-DOC at: https://a01.usamma.amedd.army.mil/docvac/Account/Login. The MTF will add the assemblage and process an In-Shipment Gain (SHG) for the COVID-19 Vaccine and ancillary kits in the DMLSS AM Module.

(1) Adding the Customer Owned Assemblage in DMLSS AM Module.

(a) Add the “COVID-19 Vaccine Response Program” (CVRP) Standard Assemblage for COVID-19 from the Select Assemblage table.

(b) Associate to the appropriate Pharmacy or Immunization Clinic Customer and associated Expense Center to the CVRP Standard Assemblage. Upon completion, the COVID-19 Vaccine Catalog Record and ancillary kit record will be added to the MTF Catalog.

(c) Add the Location and Sub Location to the Assemblage Record Data for the COVID-19 Vaccine and ancillary kits.

(d) Perform an Item Allowance Change for the COVID-19 Vaccine and ancillary kits in the CVRP Standard Assemblage that matches the quantity of the materials in the order submitted by the MTF to USAMMA-DOC.

(2) Adding the USAMMA-DOC COVID-19 Vaccine and ancillary kits order to the CVRP Standard Assemblage in the DMLSS AM.

(a) Handle the COVID-19 Vaccine and ancillary kits in accordance with the manufacturer’s shipping and handling guidance and CDC’s guidance on COVID-19 Vaccine storage and handling guidance (i.e., CDC COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations, CDC Vaccine Storage and Handling Toolkit, and CDC Supplemental COVID-19 Vaccine Redistribution Agreement).
Once any COVID-19 Vaccine and ancillary kits containers are opened and manufacturer guidance meticulously followed, Logistics will immediately contact USAMMA-DOC via (301) 619-4318/8002 or DSN 343-4318/8002 and provide:

1. Lot number
2. Quantity per lot
3. Expiration date
4. Status of monitor

(c) Execute AM SHG Transactions for the COVID-19 Vaccine and ancillary kits into the AM CVRP Standard Assemblage.

(d) Input all Quality Control information to include the Manufacture, Manufacture Date, and Lot Number into the Assemblage Record Data for the COVID-19 Vaccine and ancillary kits in AM.

Note: Discrepancies will be reported to the Vaccine Service Representative and sent to USAMMA-DOC for research with the distributor.

(e) If USAMMA DOC determines the COVID-19 Vaccine or ancillary kits is unserviceable, the product will be restratified and placed in a Suspended status within the CVRP Standard Assemblage for COVID-19 in the AM Module. Questions or concerns will be directed to usarmy.detrick.medcom-usamma.mbx.vaccines@mail.mil.

(3) Decrementing the COVID-19 Vaccine and ancillary kits from the CVRP Standard Assemblage in the DMLSS AM Module.

Note: In Accordance with the Inventory Management Requirements of OWS, on-hand balances in the CVRP Standard Assemblage will be reported daily. Decrement the On-Hand Quantities in the CVRP Standard Assemblage for COVID-19 once daily for quantities of COVID-19 Vaccine and ancillary kits administered that day.

(a) The Customer (Immunization POC) associated to the CVRP Standard Assemblage will provide a daily update to Logistics by 1500 hours local time via email of how much COVID-19 Vaccine and ancillary kits was administered in the Unit of Sale Quantity as opposed to the doses administered to include manufacturer and specific lot number(s).

(b) Logistics POC will decrement the applicable on-hand quantity based upon daily notification provided by the customer (Immunization POC) of the COVID-19 Vaccine and ancillary kits from the appropriate assemblage in the Unit of Sale Quantity.

1. Air Force will utilize the Issue Non-Routine (INR) transaction.
2. All others services will utilize the Out Shipment Loss (SHL) transaction.

2. OUTSIDE CONTINENTAL UNITED STATES (OCONUS) MTF COVID-19 PROCESS IN DMLSS

Note: OCONUS sites that process their routine seasonal influenza vaccine via USAMMA-DOC will follow the CONUS MTF COVID-19 Process instructions in this DHA-PI.

Note: OCONUS Naval Fleet Activities will utilize their seasonal influenza vaccine ordering process for COVID-19 Vaccine and ancillary kits via DLA.

a. The quantity of COVID-19 Vaccine and ancillary kits requested is based on the requirements for the MTF’s population at risk which has been vetted and consolidated at the DHA-Immunization Health Division.

b. DLA will notify the Service Vaccine Representative to have the COVID-19 Vaccine and ancillary kits’ orders submitted through the MTF’s routine seasonal influenza vaccine source of supply (SOS). The Service Vaccine Representative will contact and notify the MTF to submit the order in the DMLSS Inventory Management (IM) Module.

(1) Adding CVRP Standard Assemblage in the DMLSS AM Module.

   (a) Add the CVRP Standard Assemblage for COVID-19 from the Select Assemblage table.

   (b) Associate to the appropriate Pharmacy or Immunization Clinic Customer and associated Expense Center to the CVRP Standard Assemblage. Upon completion, the COVID-19 Vaccine Catalog Record and ancillary kit record will be added to the MTF Catalog.

   (c) Add the Location and Sub Location to the Assemblage Record Data for the COVID-19 Vaccine and ancillary kits.

   (d) Perform an Item Allowance Change for the COVID-19 Vaccine and ancillary kits in the COVID-19 CVRP Standard Assemblage that matches the quantity of the order submitted by the MTF.

(2) Creating a Customer Due-In and Due-Out in DMLSS IM Module.

   (a) Enter a Customer request in the IM Module with the correct Item IDs for the COVID-19 Vaccine and ancillary kits.

   (b) The transaction will produce a DD Form 1155, Order For Supplies Or Services, which the MTF will maintain in accordance with local procedures.
(3) Receiving COVID-19 Vaccine and ancillary kits in the DMLSS IM Module and add to the CVRP Standard Assemblage in AM.

   (a) Handle the COVID-19 Vaccine and ancillary kits in accordance with the manufacturer’s shipping and handling guidance and CDC’s guidance on COVID-19 Vaccine storage and handling guidance (i.e., CDC COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations, CDC Vaccine Storage and Handling Toolkit, and CDC Supplemental COVID-19 Vaccine Redistribution Agreement).

   (b) Select IM Receipts and search for the applicable COVID-19 Vaccine and ancillary kits due-in.

   (c) Process the IM receipts.

   (d) Print the Back Order Release List, DD Form 250, Material Inspection and Receiving Report, and the Delivery List in accordance with local procedures.

   (e) Execute AM SHG Transactions into the AM CVRP Standard Assemblage for COVID-19 Vaccine and ancillary kits.

   (f) Input all Quality Control information to include the Manufacture, Manufacture Date, and Lot Number into the Assemblage Record Data for the COVID-19 Vaccine and ancillary kits in AM.

Note: Discrepancies will be reported to the Vaccine Service Representative and sent to the MTF’s routine seasonal influenza vaccine SOS for research with the distributor.

   (g) Logistics will contact the Site’s routine seasonal influenza vaccine SOS for cold chain monitoring information when COVID-19 Vaccine and ancillary kits are received. Follow all directions included with the shipment and complete all required documentation. Return the cold chain monitoring equipment per the shipment instructions.

   (h) If it is determined the COVID-19 Vaccine and/or ancillary kits are deemed unserviceable due to a breach in cold chain management, the product(s) will be restratified and placed in a Suspended status within the CVRP Standard Assemblage for COVID-19 in the AM Module.

(4) Decrementing the COVID-19 Vaccine and ancillary kits from the CVRP Standard Assemblage in DMLSS AM Module.

Note: In Accordance with the Inventory Management Requirements of OWS, on-hand balances in the CVRP Standard Assemblage will be reported daily. Decrement the On-Hand Quantities in the CVRP Standard Assemblage once daily for quantities of COVID-19 Vaccine and ancillary kits administered that day.
(a) The Customer associated to the CVRP Standard Assemblage for COVID-19 will provide a daily update to Logistics by 1500 hours local time via email of how much COVID-19 Vaccine and ancillary kits was administered in the Unit of Sale Quantity as opposed to the doses administered to include manufacturer and specific lot number(s).

(b) Logistics POC will decrement the applicable on-hand quantity based upon daily notification provided by the customer (Immunization POC) of the COVID-19 Vaccine and ancillary kits from the appropriate assemblage in the Unit of Sale Quantity.

1. Air Force will utilize the INR transaction.

2. All others services will utilize the SHL transaction.

3. REDISTRIBUTING THE -80° FROZEN COVID-19 VACCINE. Redistribute the -80° frozen COVID-19 Vaccine and associated ancillary kits in the DMLSS AM Module CVRP Standard Assemblage from the MTF Redistribution Hub in accordance with USAMMA-DOC, manufacturer, and CDC guidance on COVID-19 Vaccine storage, shipping and handling (e.g., CDC COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations).

Note: DHA headquarters will designate specific MTFs the Redistribution Hubs which will redistribute the -80° frozen COVID-19 Vaccine and associated ancillary kits to other MTFs without ultra-cold storage capabilities that have been designated as Supported MTF; USAMMA-DOC is the Release Authority which will provide approval notification, guidance, and shipping materials to the MTF Redistribution Hub.

a. The MTF Redistribution Hub will:

   (1) Receive USAMMA-DOC approval and guidance to redistribute -80° frozen COVID-19 Vaccine and associated ancillary kits to the Supported MTF(s). USAMMA-DOC will provide the MTF Hub with the approved shipping containers and templates needed for each shipment.


   (3) Execute the Service appropriate transaction below for the -80° frozen COVID-19 Vaccine and ancillary kits, and print the DD Form 1348-1A, Issue Release/Receipt Document.

      (a) Air Force will utilize the INR transaction.

      (b) All others services will utilize the SHL transaction.
(4) Provide advance shipping information to USAMMA-DOC and the Supported MTF MEDLOG.

(5) Ship or transport the -80° frozen COVID-19 Vaccine and ancillary kits, and the DD Form 1348-1A to the supported MTF with all Quality Control information adhering to USAMMA-DOC, manufacturer, and CDC requirements.

b. The Supported MTF will:

   (1) Coordinate with USAMMA-DOC and the MTF Redistribution Hub and provide:

       (a) The Ship-To address and POC.

       (b) Commercial (i.e., FEDEX) shipping account.

   (2) Upon receipt of the -80° frozen COVID-19 Vaccine and ancillary kit, will execute a DMLSS AM SHG Transaction into the CVRP Standard Assemblage and follow all applicable guidance under paragraph 2. of this enclosure.

   (3) Input all Quality Control information for the -80° frozen COVID-19 Vaccine and ancillary kits into the DMLSS AM CVRP Standard Assemblage Records.

4. MANAGE POTENTIALLY COMPROMISED COVID-19 VACCINES AND ANCILLARY KITS POST-RECEIPT

   a. All MTF or DHA components and supported activities will complete a Director’s Critical Information Requirements per Reference (i) and submit any updates to DHA-AD CS-Med Log-BusinessOps.

   b. Ensure COVID-19 Vaccine and ancillary kits are maintained in a working storage unit at proper temperature.

   c. Label compromised COVID-19 Vaccine and/or ancillary kits as “DO NOT USE,” and place in a separate container apart from other products in the storage unit.

   d. Complete DHA Form 177, Potentially Compromised TSMP Worksheet and submit completed worksheet and all supporting documentation to USAMMA-DOC and DLA Troop Support Medical.

   e. DO NOT destroy, discard, or use COVID-19 vaccines or ancillary kits until released by the USAMMA-DOC and/or DLA. Comply with all disposition instructions from USAMMA-DOC and/or DLA for compromised COVID-19 material. If the USAMMA-DOC or DLA disposition determination is that the COVID-19 Vaccine and/or ancillary kits is unserviceable and directs the MTF to destroy, the MTF will follow the Destruction Process.
5. **DESTRUCTION PROCESS**

   a. MTF will work with the SOS for proper disposition instructions when the COVID-19 Vaccine and/or ancillary kit is deemed unserviceable.

   b. The MTF will follow local regulatory procedures for destruction of COVID-19 materials using DMLSS AM destruction process.

   c. MTF will create and maintain Destruction Document, DD Form 1348-1A.
## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

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<thead>
<tr>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>AD</td>
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<td>AM</td>
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<td>CDC</td>
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<td>Continental United States</td>
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<td>COVID-19</td>
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<td>COVID-19 Vaccine Response Program</td>
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<td>Defense Medical Logistics Standard Support</td>
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<td>Military Medical Treatment Facility</td>
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<td>Outside Continental United States</td>
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<td>Out Shipment Loss</td>
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<td>Temperature Sensitive Medical Products</td>
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