



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5350.2B
28/Pers Off

8 APR 2011

USNA INSTRUCTION 5350.2B

Subj: URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D
(b) SECNAV M-5210.1

Encl: (1) Appointment Letter for Urinalysis Program Coordinator
(2) Qualification Card for Urine Collection Observers
(3) Urinalysis Observer Checklist

1. Purpose and Applicability. To establish policies and procedures for the United States Naval Academy (USNA) Urinalysis Program for all military personnel assigned to USNA. This instruction applies to all categories of urinalysis testing identified in reference (a).

2. Cancellation. USNAINST 5350.2A

3. Background. Reference (a) directs all commands to conduct urinalysis testing on a minimum of 15 percent of military personnel each month. This will be accomplished by random sampling and is considered a minimum threshold of testing.

4. Objectives. Department of the Navy policy is "zero tolerance" for substance abuse. Substance abuse is costly in terms of lost time and is a severe detriment to morale. It undermines health, safety, discipline, reliability, and judgment. Substance abuse is incompatible with the Navy's Core Values and the maintenance of high standards of performance and readiness demanded at USNA. The main objectives of urinalysis testing are to detect and deter drug abuse.

5. Responsibilities

a. The Chief of Staff is responsible for operation of the testing program.

b. The Urinalysis Program Coordinator (UPC) will report directly to the Chief of Staff and is responsible for the overall administration of the urinalysis program. The position is to be filled by an E-7 or above, who shall be designated in writing by the Chief of Staff. Enclosure (1) is an example designation letter. The UPC will designate Assistant Urinalysis Program Coordinators (AUPC) to assist in the administration of the Urinalysis Program. The UPC is responsible for training all AUPCs and Urine Collection Observers.

c. An AUPC acts as a primary assistant to the UPC. In this capacity, each AUPC must be fully qualified to manage the urinalysis program in the absence of the UPC.

d. Urine Collection Observers are responsible for providing direct observation of urine specimen collection, acting as escorts for personnel selected for testing, and ensuring the chain of custody for each urine specimen collected is maintained by the member until surrendered to the UPC or AUPC. At no time will the observer handle the specimen bottle. Urine Collection Observer positions will be filled by male and female members of personnel assigned to USNA that are thoroughly trained and qualified using enclosures (2) and (3) as required by reference (a).

6. Action

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a. The UPC shall conduct urinalysis screenings at least four times a month using the Navy Drug Screening Program (NDSP) computer to randomly select 15 percent or more of command personnel. All personnel selected are required to participate in this testing.

b. To ensure 100 percent of Navy personnel are tested annually, the UPC shall review all personnel onboard who were not tested during the course of the year and conduct an end of fiscal year unit sweep for all personnel who fall into this category.

c. The UPC shall enter all newly reported personnel into a "New Check-In" pool within NDSP. This entire pool will then be selected for urinalysis testing alongside the personnel selected for monthly random screening. Once personnel have submitted a sample under the "New Check-In" pool, they are to be moved to their respective sub pool.

d. The following are the only valid circumstances which would authorize an individual to not report for testing when selected:

- (1) Pre-authorized leave or liberty.
- (2) Assigned Temporary Assigned Duty (TAD).
- (3) Sick in Quarters (SIQ) prior to notification of random testing.

e. The UPC shall notify the entire USNA enterprise, via e-mail, of personnel selected for random testing. Personnel will report to the designated urinalysis location for sample collection. All samples must be received the same day of notification. Supervisors must submit a written list of personnel who are excused from testing to the UPC by 1100 the day of testing.

f. Once a member has reported to the UPC for testing, he/she will not be allowed to leave the testing area until a complete urine specimen has been provided. If a member claims to be unable to submit a complete specimen, or submits less than the 30 milliliters minimum, he/she will remain in the testing area under observation. The member will be allowed to drink fluids normally consumed in the course of daily activity until he/she is able to provide a complete sample. The UPC shall either maintain custody of the incomplete sample or discard the partial sample and require the member to submit a full sample when he/she is able as required by reference (a).

g. If a member is unable to provide a sample during the activity's prescribed collection period, he/she shall remain at the command until escorted to the closest medical treatment facility for a blood sample. The blood sample will be provided the same day of the command urinalysis, if possible, and documented in the member's medical record.

h. If a member tests positive for a controlled substance, the UPC will immediately notify the Chief of Staff. An investigation will be conducted to determine whether the drug causing the positive test result is a prescribed drug or a case of drug abuse.

i. Per reference (a), the Superintendent may order, in writing, a unit sweep of USNA at any time.

j. The entire chain-of-command shall actively ensure compliance with the command urinalysis program.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (b).

/S/
S. S. VAHSEN
By direction

Distribution:
All Non Mids (electronically)

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From: Superintendent, United States Naval Academy
To: IT1 John D. Sailor, USN, XXX-XX-1234

Subj: APPOINTMENT AS UNITED STATES NAVAL ACADEMY (USNA) URINALYSIS
PROGRAM COORDINATOR

Ref: (a) DoD Directive 1010.1
(b) OPNAVINST 5350.4D

1. You are hereby appointed as the USNA Urinalysis Coordinator. As such, you will become thoroughly knowledgeable with the requirements of references (a) and (b).
2. In carrying out these duties, you will keep the Superintendent advised of all urinalysis matters affecting the command.

S. S. VAHSEN
By direction

Copy to:
Service Record

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QUALIFICATION CARD FOR URINE COLLECTION OBSERVERS

NAME: _____

RATE/RANK: _____

DATE APPOINTED: _____

DATE QUALIFIED: _____

1. This service member has demonstrated a thorough understanding of OPNAVINST 5350.4D.

UPC Signature

2. This service member has demonstrated the correct procedure for observing urine collection in the approved location.

UPC Signature

3. This service member has demonstrated an understanding of the urinalysis program, chain of custody requirements, and proper observation procedures.

UPC Signature

I, _____, do hereby accept the responsibility of Urine Collection Observer. I have been adequately trained and will adhere to the procedures outlined in OPNAVINST 5350.4D.

Member's Printed Name

Member's Signature/Date

UPC's Printed Name

UPC's Signature/Date

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URINALYSIS OBSERVER CHECKLIST

Your responsibilities as Urinalysis Observer are set forth in the OPNAVINST 5350.4 and reemphasized below to ensure every urinalysis sample is provided under the direct observation of a member of the same gender.

The Observer will (initial beside each applicable point):

_____ Never lose sight of the sample bottle once the member takes possession of the sample bottle.

_____ Never take possession of the sample bottle.

_____ Watch the urine leave the body and enter the sample bottle.

_____ Ensure a minimum 30 ml is provided (more than ¼ full) or 60 ml for steroid testing.

Male Observer will:

_____ Stand at a 90 degree angle to the sample provider and the urinal.

Female Observer will:

_____ Stand at front of open stall door.

_____ Observe members transferring urine from wide-mouth bottle into standard urine sample bottle.

_____ Observe member tightening sample bottle cap.

Observer signature

Date

UPC signature

Date