USNA INSTRUCTION 5350.2C

From: Superintendent

Subj: URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D

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

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 5350.2B.

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

4. Objectives. Department of the Navy policy is "zero tolerance" for drug abuse. Drug abuse, as defined in reference (a), is the wrongful use, possession, manufacture, or distribution of a controlled substance; the wrongful use of controlled substance analogues; illicit use of anabolic steroids; and/or abuse of prescription and/or over-the-counter drugs and medications. Drug abuse is costly in terms of lost time and is a severe detriment to morale. It undermines the health, safety, discipline, reliability, and judgment of military personnel. Drug 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 the proper execution 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 Superintendent using enclosure (1). 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 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 personnel assigned to USNA that are thoroughly trained, qualified and documented using enclosures (2) and (3) as required by reference (a).

6. Action

a. The UPC shall conduct urinalysis screenings at least four times a month using the Navy Drug Screening Program (NDSP) computer to randomly select between 15 and 40 percent of the command personnel each month. 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 on board who were not tested during the course of the year and conduct an end of fiscal year test 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. Newly reported personnel should be selected for urinalysis testing within 72 hours of check-in to USNA. 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 not to report for testing when selected:

(1) Pre-authorized leave or liberty.

(2) Assigned Temporary Assigned Duty (TAD), TAD is defined as outside of Annapolis or underway.

(3) Sick in Quarters (SIQ) prior to notification of random testing.

(4) Simultaneous Medical Appointment scheduled prior to notification of random testing.

(5) Individual Augmentation (IA).

e. On the day of testing the UPC shall notify the entire USNA enterprise via email 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 prior to 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 an 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 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.

Distribution:
AA

M. H. MILLER
From: Superintendent, United States Naval Academy
To: LT First M. Last, USN
Subj: DESIGNATION AS COMMAND URINALYSIS COORDINATOR

Ref: (a) OPNAVINST 5350.4D

1. You are hereby designated as the Urinalysis Coordinator for the United States Naval Academy. You are directed to thoroughly familiarize yourself with and carry out the requirements outlined in reference (a).

2. This designation is granted in recognition of your professional ability and reflects my confidence in your judgment. It carries with it the responsibility for the safety, performance, and supervision of the personnel assigned to your control.

3. This assignment will remain in effect until you transfer or are otherwise removed from this position by official notification.

F. M. LAST
Chief of Staff

Enclosure (1)
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

Enclosure (2)
URINALYSIS OBSERVER BRIEFING FORM

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

Have you been selected to provide a sample in today's urinalysis? (circle one) YES NO
If YES, notify the UPC.

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.
_____ Observe member tightening sample bottle cap.

**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 __________