



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

USNAINST 5350.2D
28/Pers Off
28 Feb 2020

USNA INSTRUCTION 5350.2D

From: Superintendent, U.S. Naval Academy

Subj: URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D
(b) SECNAVINST 5300.28F
(c) SECNAV Manual 5510.30

Encl: (1) Appointment Letter for Urinalysis Program Coordinator
(2) Urinalysis Observer Briefing Form
(3) Procedural Steps in Processing Positive Urinalysis Results

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 references (a) and (b).

2. Cancellation. USNAINST 5350.2C

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 tests. 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. AUPCs should be officers or Chief Petty Officers (CPO). Only outstanding junior enlisted Sailors will be considered for the AUPC role. If a junior enlisted AUPC is administering a test, the second AUPC must be an officer or CPO.

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 and must be briefed on their duties and responsibilities each time they perform as a Urinalysis Observer. This briefing will be documented and retained utilizing enclosure (2). In cases where E7 or above personnel are not available, only outstanding junior enlisted Sailors should be used as observers. When junior personnel are used as observers, an officer or CPO must randomly check to ensure observers are performing their duties appropriately.

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) 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 an email correspondence with a 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 minimum 30 milliliters, 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 and follow the procedure in enclosure (3). 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 up to five times per fiscal year.

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

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy records manager or the DON/AA DRMD program office.

8. Review and Effective Date. The UPC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.


V. R. OVERSTREET
Chief of Staff

Releasability and Distribution:
All non-mids electronically

USNAINST 5350.2D
28 Feb 2020

5350

From: Superintendent, United States Naval Academy
To: LT First M. Last, USN

Subj: DESIGNATION AS COMMAND URINALYSIS COORDINATOR

Ref: (a) OPNAVINST 5350.4D
(b) USNAINST 5350.2D

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 references (a) and (b).
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)

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.

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

Procedural Steps in Processing Positive Urinalysis Results

The Urinalysis Program Coordinator (UPC) is responsible for the following:

1. **Step One:** The UPC should be maintaining a program binder that includes relevant documentation for all positive urinalysis results. Upon receiving a positive result in the Internet Forensic Toxicology Drug Laboratory (iFTDTL) website, the UPC should put all documents of the positive test into the binder.
2. **Step Two:** Contact the Chief of Staff (COS) to let him/her know that a member has tested positive. Let him/her know the member's name and where they are assigned and that you are working with the JAGs and medical to determine if this is a drug abuse incident.
3. **Step Three:** Call a medical officer with Naval Health Clinic Annapolis (NHCA) and provide the following information regarding the positive result: name, SSN, date of test, name of detected substance, and amount of detected substance. Request that the medical officer review the member's medical record to determine if the member had a prescription that could have resulted in a positive test. If required, follow up the call with an email, being careful to encrypt or otherwise appropriately safeguard PII per current policies.
 - a. For the appropriate medical officer at NHCA, coordinate with the NHCA Legal officer or coordinate a point of contact with the Brigade Medical Officer (BMO).
4. **Step Four:** The medical officer will reply to your email with one of two findings:
 - a. **Member has a valid prescription.**
 - (1) Once the prescription is verified, draft a "Determination of Positive Urinalysis Letter," as shown in exhibit 3-1, and email that draft along with the confirmation email from the medical officer to the appropriate JAG for processing.
 - (a) Contact the Assistant Legal Advisor to the Commandant (3-7602) concerning members assigned to the Commandant's staff or Waterfront Readiness. Contact the Assistant Staff Judge Advocate (3-1562) for any other member of the USNA faculty and staff.
 - (b) When the JAG has completed and routed the letter, he or she will email the letter to the Navy Alcohol and Drug Abuse Prevention (NADAP) office and CC the UPC and COS.
 - (c) Keep a copy of this finalized letter in the program binder; it may be requested during future program audits and inspections.

b. Member does not have a valid prescription

(1) Forward the BMO's email to the appropriate USNA JAG listed above. The JAG will contact NCIS or initiate a preliminary inquiry depending on where the member is assigned and the appropriate cost center.

(a) The UPC will provide the JAG copies of the following information:

1. A print-out directly from the Internet Forensic Toxicology Drug Laboratory (iFTDTL) website showing the positive result, the definitions of the abbreviations, and associated cutoff values;
2. The phone number of the cognizant drug laboratory, which is at the top of the webpage;
3. A legible copy of the subject urinalysis ledger;
4. A legible copy of Urinalysis Custody Documents;
5. A legible copy of Observer Briefing Sheet.

(2) Once the investigation is complete, the JAG will contact you with one of several possible results:

(a) Member has a valid prescription that did not appear in medical record or member has innocently ingested a controlled substance and it is not a case of drug abuse.

1. JAG will then draft and send the NADAP letter, copying the UPC and COS.

(b) Member abused a controlled substance.

1. The JAG will then alert the USNA Security manager so that the drug abuse instance can be reported to the Department of Defense Consolidated Adjudications Facility (DODCAF) pursuant to references (b) and (c). JAG will also provide notice to PERS-832 pursuant to reference (a) for enlisted members, and PERS-834 for officers. JAG should copy the UPC on these emails so copies can be saved in the UPC program binder.

USNAINST 5350.2D
28 Feb 2020

5355
Ser 28/
Date

From: Superintendent, United States Naval Academy
To: Director, Navy Alcohol and Drug Abuse Prevention Branch (N170A)

Subj: DETERMINATION OF POSITIVE URINALYSIS IN CASE OF LT IMASAILOR, USN

Ref: (a) OPNAVINST 5350.4D
(b) Internet Forensic Toxicology Drug Laboratory (iFTDTL) website

1. Per reference (a), I have determined that the positive urinalysis result reported via reference (b) in the case of LT Imasailor was not an incident of drug abuse and no further action is warranted.
2. LT Imasailor tested positive for [SUBSTANCE] on a urinalysis test in the amount of [VALUE AND UNITS] on [DATE OF SAMPLE], recorded as LAN# J1XXXXXXXX. LT Imasailor's medical record verifies that he/she has an authorized prescription for [PRESCRIPTION NAME] which was prescribed with a start date of [PRESCRIPTION DATE], which would reasonably cause a positive result for [SUBSTANCE].
3. Per Enclosure (2), paragraph 10.c(2) of reference (a), and based on review of LT Imasailor's medical record, it is determined that the positive urinalysis is not a drug abuse incident. It is further requested that this incident be annotated in the ADMITS database accordingly.

STAFF JUDGE ADVOCATE
By direction

Exhibit 3-1: Sample Determination of Positive Urinalysis Letter