



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
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NEWPORT, RI 02841-1519

NAPSINST 5350.5

N1

14 Jun 12

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5350.5

From: Commanding Officer, Naval Academy Preparatory School

Subj: URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D
(b) USNAINST 5350.2B
(c) URINALYSIS PROGRAM COORDINATOR (UPC) HANDBOOK

Encl: (1) Urinalysis observer briefing sheet

1. Purpose. To establish policies and procedures for the Naval Academy Preparatory School (NAPS) Urinalysis Program. This instruction applies to all categories of urinalysis testing identified in reference (a).

2. Scope. Reference (a) directs all commands to conduct urinalysis testing on a minimum of 15 percent and up to 40 percent of military personnel each month. Additionally, upon direction from the Commanding Officer (CO) the Urinalysis Program Coordinator UPC is authorized up to five unit sweeps annually.

3. Objectives. The Department of the Navy has a "zero tolerance" policy 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. The main objectives of urinalysis testing are to detect and deter drug use and abuse.

4. Responsibilities. The UPC will report directly to the Executive Officer (XO) and is responsible for the overall administration of the urinalysis program. The position is to be filled by an E-7 or above and shall be designated in writing by the CO. The Assistant Urinalysis Program Coordinator (AUPC) will assist in the administration of the Urinalysis Program. The UPC is responsible for training the AUPC and Urine Collection Observers.

5. Action.

a. The UPC shall conduct urinalysis screenings up to four times a month using the Navy Drug Screening Program (NDSP) computer to randomly select 15 to 40 percent of command personnel.

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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 the fiscal year unit sweep for all personnel who fall into this category.

c. All newly reported personnel are to be tested within the first 72 hours of checking on board.

d. The UPC shall notify all Military Staff personnel via email the day of the test. All personnel are to remain in the designated urinalysis location for sample collection.

e. All Midshipman Candidates will be notified by the Command Duty Officer (CDO) or the watch and be promptly instructed where to report.

f. 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 Additional Duty (TAD).
- (3) Sick in Quarters (SIQ).

g. 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 sample has been provided. A minimum of 30 milliliters is required for a good sample. The member will be allowed to drink fluids until he/she can provide a sample.

h. If a member tests positive for a controlled substance the UPC will immediately notify the XO. 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.

6. Records Management. The UPC is responsible for maintaining this instruction and all records in accordance with reference (a).


J. J. CUNHA

URINALYSIS OBSERVER BRIEFING SHEET

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

1. Observer will:

Observer Initials

- 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 bottle
- For male observers, stand at a 90 degree angle
- For female observers, stand at front of the open stall door
- Female observer must observe members transferring urine from Wide mouth bottle into standard urine sample bottle
- Observe member tightening bottle cap
- Ensure a minimum 30 ml is provided, prefer 45ml

Observer Signature

Date: _____

UPC Signature

Date: _____