



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5350.1C
UPC
10 Mar 17

NSTC INSTRUCTION 5350.1C

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND URINALYSIS PROGRAM

Ref: (a) OPNAVINST 5350.4 (series)
(b) DoDINST 1010.16
(c) Urinalysis Program Coordinator Handbook, OCT 2001
(d) NAVEDTRA 140A, CH-2
(e) SECNAVINST 1000.11
(f) NSTC M-1533.2 (series)

Encl: (1) [Procedures for Command Random Urinalysis Specimen Selection](#)
(2) [Observer Briefing Sheet](#)

1. Purpose. To assign responsibilities and establish procedures for the Naval Service Training Command (NSTC) urinalysis drug screening program. This instruction applies only to the NSTC urinalysis program for military members of the flag staff in Great Lakes.

2. Cancellation. NSTCINST 5350.1B

3. Background/Discussion.

a. Drug abuse in the Fleet undermines combat readiness and is incompatible with the maintenance of high standards of performance and military discipline. The Navy's "zero tolerance" policy for illegal drug use is dependent on an aggressive urinalysis program requiring honest and diligent participation of all hands selected for testing, observers, and Urinalysis Program Coordinator (UPC). Main objectives of the urinalysis program are to:

(1) Establish a valid and reliable means for inspecting personnel to assess the command's readiness to carry out its assigned mission.

(2) Serve as a strong deterrent against drug abuse.

(3) Provide statistical data and demographics on the prevalence of drug abuse.

b. Due to the severe detriment to the Navy's overall mission readiness that drug abuse represents, urinalysis testing shall be conducted with the full expectation that administrative or disciplinary action – to include administrative separation – might result.

c. References (a) through (d) promulgate comprehensive guidance for a unified Navy Alcohol and Drug Abuse Program and assign specific responsibilities to the Urinalysis Program Coordinator (UPC), the Drug and Alcohol Program Advisor (DAPA), and the Alcohol and Drug Control Officer (ADCO).

4. Responsibilities.

a. Commander, Naval Service Training Command (CNSTC) shall:

(1) Ensure the continuation of an aggressive urinalysis program in compliance with references (a) through (d);

(2) Ensure a command UPC, DAPA, and ADCO who meet the requirements in reference (a) are appointed;

(3) Ensure the parameters are met for all random urinalysis sampling as required by reference (a);

(4) Ensure unit sweep urinalysis screenings are conducted as outlined in reference (a).

(5) In the selection of observers, ensure the integrity of the urinalysis program while providing both the service member being tested and the observer an environment free from harassment and discrimination as required by reference (e).

(6) Ensure that NSTC Inspector General (IG) conducts Assist Visits of all NROTC Unit Urinalysis Programs.

b. ADCO:

(1) Meet the rank requirements set forth in reference (a);

(2) Ensure domain UPCs are trained in duties as defined in references (a) through (d);

(3) Provide dedicated facilities for urinalysis specimen collection;

(4) Ensure subordinate commands conduct urinalysis in accordance with references (a) and (f);

(5) Have access to Alcohol and Drug Management Information Tracking System (ADMITS);

(6) Ensure notification of all positive urinalysis results in the NSTC domain is forwarded as required in reference (a);

(7) Ensure proper submission of a Drug and Alcohol Abuse Report (DAR) within 14 days of a positive urinalysis;

(8) In the case of a positive urinalysis, provide a copy of results to the Command DAPA, Staff Judge Advocate (SJA), and CNSTC;

(9) Maintain a spare set of keys to all urinalysis facilities;

(10) Conduct a periodic audit of all urinalysis records, logs, ledgers, and messages maintained by the NSTC UPC in Great Lakes; and

(11) Maintain this instruction.

c. UPC:

(1) Complete the Navy Knowledge Online (NKO) UPC Certification (“Urinalysis Program Coordinator,” CPPD-UPC-2.0);

(2) Manage all resources required for the performance of duties including, but not limited to, personnel, supplies, and equipment;

(3) Train observers in the duties defined in references (a) through (d). Properly brief personnel acting as observers utilizing enclosure (2);

(4) Coordinate the collection, documentation, custody, shipment preparation, and transportation of all urinalysis specimens following the guidelines in reference (a);

(5) Ensure all urinalysis documentation is correct. Forensic corrections on the DD2624 form shall be made utilizing the single-lineout method:

(a) If information is incorrect, draw a single line through the incorrect information, write correct information, then initial and date.

(b) If a person was selected but did not provide a sample, draw a single line through the SSN or barcode, then initial and date.

(c) Initial and date all corrections made prior to delivery to Naval Drug Screening Lab (NDSL);

(6) Deliver specimens to NDSL, Great Lakes, Building 5501, for processing on the same day of collection.

(7) Duplicate and retain one copy of each completed specimen custody document;

(8) Ensure all urinalysis procedures comply with the provisions of references (a) through (d); and

(9) Maintain the past 36 months of signed urinalysis observer briefing sheets, ledgers, DD 2624 forms, Internet Forensic Toxicology Drug Testing Laboratory (IFTDL) messages, and supporting documentation.

d. Urinalysis Observers shall:

(1) Read, understand, and sign enclosure (2); and

(2) Perform duties in strict compliance with reference (a).

e. DAPA. Shall meet all requirements and perform all duties in strict compliance with reference (a).

f. SJA. The SJA shall, as directed, advise CNSTC on legal matters pertaining to urinalysis drug screening while complying with the requirements of reference (a).

5. Fitness for Duty Testing

a. CNSTC or the Chief of Staff may order a Fitness for Duty Urinalysis screening. The SJA should be consulted for additional guidance and clarification as required.

b. A fitness for duty urinalysis may be administered to any military member attached to NSTC when reasonable suspicion of drug abuse is generated by the member's involvement in any of the following:

(1) A serious accident or incident in which safety precautions were violated or unusually careless acts were performed;

(2) A motor vehicle offense involving excessive speed, loss of vehicle control, reckless driving, or driving under the influence of alcohol;

(3) Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, unauthorized absence, and/or similar incidents of misconduct; or

(4) Bizarre, unusual, or irregular behavior.

6. Random Selection Urinalysis Procedures. At a minimum, 15 percent of assigned personnel shall be sampled from at least four tests per month, unless specific written permission is obtained by Commander, Naval Education and Training Command. All types of testing (search and seizure, inspection, fitness for duty, etc.) are applied toward a unit's personnel quota.

7. End of Fiscal Year Testing. To ensure 100 percent of Navy personnel are tested annually, it is required to conduct an end of the fiscal year unit sweep of all command personnel who have not been tested throughout the course of the current fiscal year. Per reference (a), this testing shall be conducted under the "IU" premise code.

8. Personnel in an Unauthorized Absence (UA) status. Personnel in a UA status for greater than 24 hours will be required to provide a urine sample upon return to the command. The member will provide a urinalysis specimen under the premise code "IU," unless otherwise directed.

9. Newly Reported Personnel. All reporting NSTC personnel will be tested within the first 72 hours of reporting under the premise code "IU".

10. Testing Window

a. When NSTC personnel are selected by the Naval Drug Screening Program (NDSP) and notified by the command UPC, they are to report to the UPC and surrender their military identification card. All selected personnel are to report to the command UPC, or where directed by the UPC, no later than 1000.

b. The testing window will be from 0900-1400.

c. At 1400 on the selected testing day, selected personnel who cannot provide a sample will be sent to medical for further testing and have discrepancies documented in NDSP; the chain of command will be notified.

11. Security of Specimens and Records

a. When specimens are not in the custody of a UPC, they will be secured in a lockable storage. Keys will be in the custody of the UPC at all times.

b. A minimum of three years of records will be maintained and will be stored in the UPC files.



S. C. EVANS

Distribution: (NSTCINST 5216.1B)
List 4

PROCEDURES FOR COMMAND RANDOM URINALYSIS SPECIMEN COLLECTION

1. Per reference (d), NETC activities are authorized to use the “Manually Choose Testing Days” option in the NDSP. If this option is chosen, testing days must be irregular to ensure unpredictability and prevent any establishment of a testing pattern per reference (a). Additionally, planned test dates must be held in strict confidence.
2. If the NDSP selects personnel for urinalysis on a testing day, all required paperwork will be prepared and the names of those personnel selected will be distributed by 0900 on the testing day to the service member by email, in person, and any and all other appropriate means necessary.
3. If contact is not possible prior to 0930, the service member’s supervisor will be notified. Each department will take every means necessary to ensure that everyone selected is contacted. Additionally, selectees will be informed that proper uniform and valid military identification card is required. Specimens must be provided prior to 1400 on the day selected.
4. Personnel selected for urinalysis who are on leave, special liberty (w/special liberty chit, signed/dated prior to the release of the random selection list), on Temporary Additional Duty out of the area (greater than 50 miles) or Sick in Quarters, are excused from testing on that date. All excused testing will be documented in writing by the service member’s supervisor; all documentation will be retained with that day’s batch paperwork. Personnel who are TAD in the local area are not excused from random selection urinalysis. The names of personnel who are not excused and fail to report for urinalysis shall be reported to the chain of command.

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URINALYSIS OBSERVER BRIEFING SHEET

Observer Name: _____

Rank/Rate: _____

Batch #: _____

- Ref: (a) OPNAVINST 5350.4 (series)
(b) DODINST 1010.16
(c) NSTCINST 5350.1 (series)
(d) Urinalysis Coordinator Handbook (Oct 2001)

1. Urinalysis Observer responsibilities are set forth in references (a) through (d) and reemphasized below to ensure every urinalysis specimen is provided under the direct observation of a member of the same gender.

2. The Observer will:

- a. Never lose sight of the specimen bottle once the member takes possession of it.
- b. Never take possession of the specimen bottle.
- c. Watch the urine leave the body and enter the bottle.
- d. Stand at a 90-degree angle (for male observers).
- e. Stand at the front of the open stall door (for female observers).
- f. Observe member transfer urine from wide-mouth bottle, if used, into the specimen bottle (for female observers).
- g. Ensure the volume of urine collected exceeds 30 milliliters.
- h. Observe member tightening bottle cap.
- i. Escort member to Urinalysis Program Coordinator (UPC).
- j. Sign and print his/her name in the ledger.

Observer Signature

Date

UPC Signature

Date

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