DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 5350.7
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NAVSUPPACT NAPLES INSTRUCTION 5350.7

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY NAPLES URINALYSIS PROGRAM

Ref: (a) OPNAVINST 5350.4 (Series)
(b) DoD Instruction 1010.16
(c) Urinalysis Program Coordinator Handbook (Oct 2001)

Encl: (1) Procedures for Command Random Urinalysis Specimen Selection
(2) Observer Briefing Sheet
(3) UPC Collection Checklist

1. Purpose. To assign responsibilities and establish procedures for Naval Support Activity, Naples, Italy (NAVSUPPACT NAPLES) Urinalysis Drug Screening Program.

2. Background. References (a) through (c) promulgates comprehensive guidance for a unified Navy Alcohol and Drug Abuse Program and assigns specific responsibilities to the Urinalysis Program Coordinators (UPCs) as well as the Drug and Alcohol Program Advisor (DAPA).

3. Responsibilities

a. Commanding Officer shall:

(1) Ensure the continuation of an aggressive Urinalysis Program in compliance with references (a) through (c);

(2) appoint Command UPCs who meet the requirements of reference (a);

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

(4) establish the parameters for random selection urinalysis; and

(5) ensure unit sweep urinalysis screenings are conducted as outlined in reference (a).

b. Urinalysis Program Coordinator shall:

(1) Assist the Commanding Officer in matters pertaining to the Command Urinalysis Program, including administration and management of the program in accordance with references (a) through (c); and

(2) train all coordinators and observers in duties as defined in references (a) through (c);

(3) provide dedicated facilities for urinalysis specimen collection;

(4) provide a urinalysis specimen security system with proper chain-of-custody and storage for all specimens collected;

(5) conduct staff random selection urinalysis in accordance with reference (a) and enclosure (1);

(6) ensure notification of all positive urinalysis results are forwarded as required;

(7) provide a copy of positive urinalysis results to the Command DAPA, Legal Department, and Commanding Officer;

(8) maintain a spare set of keys to all urinalysis facilities; and

(9) conduct a periodic audit of all urinalysis records, logs, ledgers, and messages.

c. Assistant Urinalysis Program Coordinator shall:

(1) Complete the Coordinator Qualification, to include Navy Knowledge Online UPC Certification; and

(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 (c). 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 documentation is correct. Forensic corrections shall be made utilizing the single-lineout method. Initial and date all corrections made prior to delivery to Naval Drug Screening Lab (NDSL);

(6) mail specimens to NDSL, Jacksonville, FL, for processing in accordance with reference (c);

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

(8) ensure all procedures comply with the provisions of references (a) through (c);

(9) ensure all urinalysis supplies are secured at all times and keys to access supplies remain in the custody of the UPC or locked in the UPC safe located inside the CMAA office; and

(10) ensure both the observer and member providing the urine specimen have emptied their pockets of all objects prior to walking to the designated facility for specimen collection.

d. Urinalysis Observers shall:

(1) Read, demonstrate understanding of, and sign enclosure (2); and

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

e. DAPA. Perform duties in strict compliance with reference (a).

f. Staff Judge Advocate. As directed, advise the Commanding Officer on legal matters pertaining to urinalysis drug screening while complying with the requirements of reference (a).

4. Fitness for Duty Testing

a. The Commanding Officer may order a fitness for duty urinalysis screening. Legal should be consulted to determine if a consent, probable cause, or command-directed test premise is appropriate.

b. A fitness for duty urinalysis may be administered to any military member attached to NAVSUPPACT Naples 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; and

(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.

5. Random Selection Urinalysis Procedures. Procedures for random urinalysis specimen collection are listed in enclosure (1).

6. Personnel in an Unauthorized Absence Status. Personnel in this status for greater than 24 hours are subject to all screening premises of this instruction. Upon return to NAVSUPPACT NAPLES, the subject member will provide a urinalysis specimen under the premise code "IU" (Sub Unit test) unless otherwise directed.

7. Newly Reported Personnel. **All Reporting NAVSUPPACT NAPLES Personnel WILL BE TESTED** within the first 72 hours upon their arrival under the premise code "IU".

8. Testing Window

a. When NAVSUPPACT NAPLES personnel are selected by the Naval Drug Screening Program 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 no later than 1000 at the BEQ, BLDG 446, the office is next to the common area kitchen.

b. The daytime testing window will be from 0800-1100. The nighttime testing window will be from 1630-1930.

c. At 1300 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 the Navy Drug Screening Program system. The chain of command will then be notified.

9. Security of Specimens and Records

a. When specimens are not in the custody of a UPC; they will be secured in the UPC safe located at the BEQ, BLDG 446, the office is next to the common area kitchen.

b. A minimum of two years of records will be maintained.

10. Review. The Urinalysis Program Coordinator shall review this instruction on an annual basis, recommending changes as necessary.

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Distribution:
NAVSUPPACT Naples Inst 5216.4Z
Lists: I and II
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/AdministrativeServices/Instructions/index/htm

PROCEDURES FOR COMMAND RANDOM URINALYSIS SPECIMEN COLLECTION

1. Each month, the Command Urinalysis Program Coordinator (UPC) will enter random selection parameters for that month utilizing the Navy Drug Screening Program (NDSP). The parameters will be set per OPNAVINST 5350.4D and the Commanding Officer.

2. The selection for a test will be made via NDSP on the afternoon prior to the test day. All required paperwork will be prepared and the names of those personnel selected will be distributed to the command using all appropriate means by 0700 (for daytime testing) and 1530 (for nighttime testing) on the testing day.

3. Each department will use all 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 1100 (daytime) and 1930 (nighttime) on the day selected.

4. Selected personnel who are on leave, special liberty (w/special liberty chit, signed/dated prior to the release of the random selection list), TAD out of the area (outside of Naples AOR) or SIQ are excused. Departments will make every effort to communicate to the urinalysis coordinator information on personnel who are excused for the above reasons. 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.

URINALYSIS OBSERVER BRIEFING SHEET

Name: _____ Rate: _____ SSN:_____

Ref: (a) OPNAVINST 5350.4D
(b) DODINST 1010.16
(c) NAVSUPPACTINST 5350.1
(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. for "Male Observers," stand at a ninety degree angle;

e. for "Female Observers," stand at the front of the open stall;

f. "Female Observers" must observe members transferring urine from wide-mouth bottle into the specimen bottle;

g. ensure a minimum of thirty milliliters is provided;

h. observe member tightening bottle cap;

i. escort member to Urinalysis Program Coordinator; and

j. sign and print your name in the ledger.

_____ _____
Observer signature Date

_____ _____
UPC signature Date

Enclosure (2)

UPC COLLECTION CHECKLIST

___ Determine who will be tested

___ Establish adequate location

___ Brief observers and instruct administrative assistants, where applicable

___ Announce test and personnel selected to be tested

___ Verify positive ID of member being tested

___ Have member verify bottle is empty and clean

___ Each sample is provided under direct observation. If member is unable to provide sample, refer to OPNAVINST 5350.4 (series)

___ Ensure bottle contains at least 30ML of urine (Slightly more than ¼ full, or 60ML for steroid test)

___ Continue collection until all samples are collected

___ Ensure Specimen Custody Document (DD 2624) is properly completed (Appendix C of the UPC Handbook)

___ Verify social security numbers on bottle labels match Specimen Custody Document (DD 2624)

___ Only those premises listed in enclosure (2) of OPNAVINST 5350.4 (series) will be used on Specimen Custody Document (DD 2624)

___ Pack bottles in accordance with OPNAVINST 5350.4 (series), ensuring compliance with postal regulations for two waterproof seals.

___ Mail or hand-carry samples to appropriate NDSL