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

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

Encl: (1) Revised enclosure (1)

1. Purpose. To implement new changes to enclosure (1), which provide clarification on when urinalysis test selection will be administered.

2. Action. On enclosure (1), paragraph 2, replace “the selection for a test will be made via NDSP on the afternoon prior to the test day” with “selection for a test will be made via NDSP on the morning of the test day with the exception of tenant command’s that must travel more than 60 km to provide a sample. Test will be made via NDSP the afternoon prior and notification of members selected will be made to the Unit Officer in Charge (OIC)/Command Master Chief (CMC)/Senior Enlisted Officer (SEL) at 1500 the day prior.”

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT Naples web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
PROCEDURES FOR COMMAND RANDOM URINALYSIS SPECIMEN COLLECTION

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

2. The selection for a test will be made via NDSP on the morning of the test day with the exception of tenant commands that must travel more than 60 km to provide a sample. Test will be made via NDSP the afternoon prior and notification of members selected will be made to the Unit Officer in Charge (OIC)/Command Master Chief (CMC)/Senior Enlisted Leader (SEL) at 1500 the day prior. 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 1300 (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), Temporary Additional Duty (TAD) out of the area (outside of Naples area of responsibility) are excused. Departments will make every effort to communicate to the UPC 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.
NAVSUPPACT NAPLES INSTRUCTION 5350.7B

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

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

Ref: (a) OPNAVINST 5350.4D
     (b) DoD Instruction 1010.16 of 10 October 2012
     (c) DoD Transgender Service in the U.S. Military
         Implementation Handbook of 30 September 2016

Encl: (1) Procedures for Command Random Urinalysis Specimen Collection
      (2) Urinalysis Observer Briefing Sheet
      (3) Urinalysis Program Coordinator Collection Checklist
      (4) Urinalysis Program Policy Statement
      (5) Supported Commands Statement of Understanding

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

2. Cancellation. NAVSUPPACTNAPLESINST 5350.7A

3. Background. References (a) and (b) promulgate 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).

4. Responsibilities

   a. Commanding Officer (CO) shall:

      (1) Ensure the NAVSUPPACT Naples Urinalysis Program is administered in accordance with references (a) through (c).

      (2) Personally appoint command UPCs who are top performers and meet the requirements of reference (a).

      (3) Ensure the parameters and chain of custody requirements are met for all sampling per reference (a).

      (4) Establish parameters for random urinalysis selection.
(5) Ensure Unit Sweep Urinalysis Screenings are conducted per reference (a).

b. Urinalysis Program Coordinator shall:

(1) Assist the CO in matters pertaining to the command urinalysis program, including administration and management of the program per references (a) and (b).

(2) Train all coordinators and observers in their duties as defined in references (a) and (b).

(3) Ensure dedicated facilities are available for urinalysis specimen collection.

(4) Ensure a urinalysis specimen security, proper chain-of-custody, and storage for all specimens collected.

(5) Conduct random staff selection urinalysis per reference (a) and enclosure [1].

(6) Ensure notification of all positive urinalysis results to the CO, Executive Officer, Command Master Chief and others as required.

(7) Provide a copy of positive urinalysis results to the Command DAPA.

(8) Coordinate periodic audits for urinalysis records, procedures, logs, ledgers, and messages.

c. Assistant Urinalysis Program Coordinator shall:

(1) Complete the coordinator qualification, to include Navy Knowledge Online UPC certification.

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

(3) Train observers in their duties as defined in references (a) and (b).

(4) Properly brief personnel acting as observers utilizing enclosure (2).

(5) Coordinate the collection, documentation, custody, shipment preparation, and transportation of all urinalysis specimens following the guidelines in reference (a).
(6) 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).

(7) Mail specimens to NDSL, Jacksonville, FL, for processing per references (a) and (b).

(8) Duplicate and retain one copy of each completed specimen custody document.

(9) Ensure all procedures comply with the provisions of references (a) and (b).

(10) 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 Urinalysis Program office.

(11) 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).

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

e. DAPA shall:

(1) Provide copy of positive results to the Command Staff Judge Advocate (SJA) and CO.

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

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

g. Supported Commands. All tenant commands enrolled into NAVSUPPACT Naples Urinalysis Drug Screening Program will adhere to the policies documented in enclosure (5).

5. Fitness for Duty, Consent, and Probable Cause Tests

a. The CO may order a fitness for duty urinalysis screening. SJA 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 evident 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.

(4) Bizarre, unusual, or irregular behavior.

c. In a fitness for duty consent, or probable cause test; if the member does not provide a full specimen per references (a) and (b), that specimen shall not be destroyed and shall be mailed for processing with any subsequent specimen.


7. 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.

8. Newly Reported Personnel. All newly reported personnel attached to NAVSUPPACT Naples WILL BE TESTED within 72 hours upon check-in to Command Indocttrination, under the premise code “IU”.

9. 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 during the designated times to NAVSUPPACT Naples, Capodichino Building 446, room G01. Personnel are only exempt from testing if they meet the following criteria and can only be excused by Departmental LCPO or higher:

   (1) Sick in Quarters (SIQ)

   (2) Leave/Liberty
(3) Temporary Additional Duty (TAD) out of the area

b. The daytime testing window will be from 0800-1100. The nighttime testing window will be from 1600-1900.

c. 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. Command Master Chief, NAVSUPPACT Naples, and immediate chain of command will be notified.

10. Security of Specimens and Records

a. When specimens are not in the custody of a UPC, they will be secured in the UFC safe located at the UPC Office at Capodichino.

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

11. Review. The UPC shall review this instruction on an annual basis, recommending changes as necessary.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

13. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT Naples web site:
https://www.cnic.navy.mil/regions/cnreuroswa/installations/nsa_naples/about/departments/administration_nl/administrative_services/instructions.html
PROCEDURES FOR COMMAND RANDOM URINALYSIS SPECIMEN COLLECTION

1. Each week/month, the Command Urinalysis Program Coordinator (UPC) will enter random selection parameters for that week/month utilizing the Navy Drug Screening Program (NDSP). The parameters will be set per reference (a) 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 1300 (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 area of responsibility) are excused. Departments will make every effort to communicate to the UPC 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: ___________________ Rank: ______

Ref: (a) OPNAVINST 5350.4D
     (b) DoD Instruction 1010.16 of 10 October 2012
     (c) NAVSUPPORT NAPLES INST 5350.7B
     (d) DoD Transgender Service in the U.S. Military
         Implementation Handbook of 30 September 2016

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

2. Per reference (d), transgender Sailors are subject to direct
   observation of urine collection by a trained observer. An
   observer is not required to conduct this duty if they are
   uncomfortable doing so and should request assignment of a new
   observer who is comfortable observing a transgender Sailor who
   may have different genitalia than the gender marker listed in
   Defense Enrollment Eligibility Reporting System (DEERS).

3. 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 30 milliliters is provided
   h. Observe member tightening bottle cap
i. Escort member to Urinalysis Program Coordinator (UPC)

j. Sign and print your name in the ledger

Observer signature

UPC signature

Date

Date
URINALYSIS PROGRAM COORDINATOR COLLECTION CHECKLIST

___ Determine who will be tested

___ Establish adequate location

___ Brief observers and instruct administrative assistants, where applicable

___ Email 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 reference (a).

___ Ensure bottle contains at least 30ML of urine (Slightly more than 1/4 full, or 60ML for steroid test). In the case of fitness for duty, consent, and probable cause tests, process specimens less than 30ML in addition to the subsequent specimen.

___ Continue collection until all samples are collected

___ Ensure Specimen Custody Document (DD 2624) is properly completed (Appendix C of reference (c))

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

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

___ Pack bottles in accordance with reference (a), ensuring compliance with postal regulations for two waterproof seals

___ Mail samples to appropriate Navy Drug Screening Laboratory

Enclosure (3)
URINALYSIS PROGRAM POLICY STATEMENT

Drug abuse is incompatible with high standards of performance and discipline, and is a severe detriment to the command’s overall mission readiness. This policy statement is to establish and outline obligations and responsibilities between Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy and all tenant commands.

NAVSUPPACT Naples agrees to deliver quality Urinalysis Program services and support, so that the tenant command may be able to accomplish its own mission.
STATEMENT OF UNDERSTANDING
BETWEEN
COMMANDING OFFICER, U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
AND
SUPPORTED COMMANDS

Subj: URINALYSIS TESTING SERVICES

Ref: (a) OPNAVINST 5350.4D
     (b) DoD Instruction 1010.16 of 10 October 2012
     (c) NAVSUPPACTNAPLESINST 5350.7B

1. Purpose. Per references (a) through (c), this letter establishes a statement of understanding to outline obligations and responsibilities between Commanding Officer, U.S. Naval Support Activities (NAVSUPPACT), Naples, Italy hereafter referred to as “the Supplier” and all supported commands, hereafter referred to as “the Receiver”.

2. Background. References (a) through (c) provide policy and requirements for the Urinalysis Testing Program provided to Navy personnel located at NAVSUPPACT, Naples, Italy.

3. Period of Performance. This agreement is effective upon last signature and remains in effect for a period not to exceed six years.

4. Responsibilities
   a. The Supplier shall:
      (1) Serve as primary point of contact (POC) for the Urinalysis Testing related matters.
      (2) Provide the Receiver a designated POC with the names of the personnel selected for testing as early as possible on testing days.
      (3) Perform urinalysis testing per reference (a) through (c). Urinalysis testing includes random, unit sweeps, probable cause, and fit for duty tests.
      (4) Be responsible for observation, collection, security of samples, marking, handling, packaging, shipping, chain-of-custody, and all other attendant responsibilities of the urinalysis testing program.
      (5) Notify the Receiver of any unusual behavior during the collection process as observed by designated testing personnel.
      (6) In the event the Navy Drug Screening Laboratory reports a positive test from the Receiver personnel, the Supplier shall provide a copy of the report as soon as possible to the Receiver.
      (7) Ensure all responsibility for administrative and/or disciplinary actions associated with the Receiver personnel remains with the Receiver.

Enclosure (5)
Subj: URINALYSIS TESTING SERVICES

(8) Upon request, allow the Receiver to review all their urinalysis testing program records.

b. The Receiver shall:

1) Each Receiver shall provide ______ amount of supplies prior to the beginning of each new fiscal year.

2) Sign statement of understanding to enroll into NAVSUPPACT, Naples Urinalysis Program.

3) Regularly provide the Supplier Urinalysis Coordinator a list of assigned personnel, to include rank, gender and Social Security Number (SSN).

4) Update the assigned personnel list monthly and forward updated list to the Supplier.

5) Provide two urinalysis observers, one male and one female. Per reference (a), it is strongly recommended observers be E-7 or above. In cases where E-7 or above personnel are not available, only the most trusted junior personnel should be used. When junior personnel are used as observers, commands must provide and Officer or Chief to randomly check to ensure observers are performing their duties appropriately.

6) Provide two POCs, preferably Leading Petty Officers or above, to verify the status of personnel contacted for urinalysis observing and/or testing.

7) Provide POC, phone numbers and work email addresses to facilitate notification of a pending urinalysis.

8) All newly reported personnel will report to the urinalysis office between 0800 and 0830 Monday through Friday after completion of the Area Orientation Brief for initial urinalysis testing.

5. Point of contact. YNC Joe Sailor, NAVSUPPACT Naples Urinalysis Program Coordinator at DSN: 314-626-XXXX, COMM: 081-568-XXX or e-mail: joe.sailor@eu.navy.mil.

6. Effective Date. Either party requesting modification or termination must give at least 90 days written notice to the other party. However, modification or termination is authorized any time prior to the expiration date if mutual consent is provided in writing by both parties. Termination by either party does not provide the basis for any claim against the U.S. Government.