



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

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NAVSUPPACT NAPLES INST 5350.7A

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- 1 APR 2016

NAVSUPPACT NAPLES INSTRUCTION 5350.7A

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

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. NAVSUPPACT NAPLES INST 5350.7

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

4. Responsibilities

a. Commanding Officer (CO) shall:

(1) Ensure the NSA Naples Urinalysis Program is administered in accordance with references (a) and (b).

(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 selection urinalysis selection.

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(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, XO, CMC 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).

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(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 reference (c).

(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).

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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 Testing

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.

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

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 Indoctrination, 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.

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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 Duty out of the area (TAD)

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 UPC safe located at the UPC Office, 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.



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Distribution:

NAVSUPPACT NAPLES INST 5216.BB

Lists: I and II

Electronic via NAVSUPPACT NAPLES web site:

http://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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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 AOR) 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.

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URINALYSIS OBSERVER BRIEFING SHEET

Name: _____ Rate: _____

- Ref: (a) OPNAVINST 5350.4D
- (b) DoD Instruction 1010.16 of 10 October 2012
- (c) NAVSUPPACT NAPLES INST 5350.7A

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. 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);
and
- j. Sign and print your name in the ledger.

Observer signature

Date

UPC signature

Date

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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)
- ___ 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 (NDSL).

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.

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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) NAVSUPPACT NAPLES INST 5350.7A

1. Purpose. Per references (a) through (c), establish 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" will:

- (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".

Enclosure (5)

Subj: URINALYSIS TESTING SERVICES

(7) Ensure all responsibility for administrative and/or disciplinary actions associated with “the Receiver” personnel remains with “the Receiver”.

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

(9) Provide required list of supplies to “the Receiver” prior to the beginning of each new fiscal year.

b. “The Receiver” will:

(1) Sign statement of understanding to enroll into Naval Support Activity, Naples (NAVSUPPACT) Urinalysis Program.

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

(3) Update the assigned personnel list monthly and forward updated list to “the Supplier”.

(4) Provide two urinalysis observers, one male and one female, E5 or above.

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

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

5. Point of contact. GMC James Seastrom, NAVSUPPACT Naples Urinalysis Program Coordinator at DSN 314-626-5245, COMM: 081-568-5245 or e-mail: james.seastrom@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.

D. W. CARPENTER
Commanding Officer
NAVSUPPACT Naples

F. M. LAST
Commanding Officer
Supported Command