



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 5350.4B
1 November 2003

NMRC INSTRUCTION 5350.4B

From: Officer-in-Charge
To: Distribution List

Subj: DETACHMENT URINALYSIS PROGRAM

Ref: (a) OPNAVINST 5350.4C
(b) NAVMEDRSCHCENINST 5350.4E
(c) DOD Directive 1010.1
(d) Urinalysis Coordinator Handbook

1. Purpose. To assign responsibility and provide guidance for the execution of random drug testing procedures for military personnel at Naval Medical Research Center Detachment (NMRC). This instruction establishes the NMRC drug screening policy and sets forth procedures for an effective, comprehensive and efficient urinalysis testing program. This instruction reissues reference (a) and updates policy and responsibilities on drug abuse urinalysis programs for military personnel under reference (b). Technical instructions are provided in reference (c).

2. Cancellation. NAMRIDINST 5350.4A

3. Background. Reference (a) requires all Navy command to conduct an aggressive Urinalysis Drug Testing Program. The Navy's goal is to test an average of 10-20 percent of assigned personnel monthly. All types of testing premise (search and seizure, inspection, fitness for duty, etc) are applied towards a unit's quota. Commands are required to submit at least one unit sweep of all assigned personnel per year. With the exception of unit sweeps, submissions in excess of 40 percent of assigned personnel require prior approval by higher authority.

4. Policy.

a. A random testing of all military personnel assigned to NMRC shall be executed so that the average monthly testing over the course of the year will be equivalent to 10-20 percent. NMRC shall conduct and provide documentation to NMRC of a minimum of one unit sweep per year that includes all assigned personnel. In addition, personnel involved in the following incidents will be asked by the Security Officer to consent to a urinalysis; if the individual refuses to consent, then the situation will be evaluated for a probable cause urinalysis or a fitness for duty test as appropriate.

(1) All personnel returning from an unauthorized absence (UA) of 24 hours or greater may be required to provide a urine sample under the premise of probable cause.

(2) Any other situation deemed necessary.

b. Individuals who have tested positive for a controlled substance will be placed on surveillance in accordance with reference (a). Collection of urine samples of personnel on surveillance shall be collected separately using other authorized testing premise codes. Individuals placed on surveillance will still be subject to random testing, and their samples will be collected under the random premise code. Should a sample of a member who is detaching or has detached from the command yield a positive result, the Command Legal Officer shall prepare all necessary documentation and messages required to gaining command.

c. The provisions of this instruction apply to all United States military personnel permanently assigned to NMRCD. Personnel in the Army or Air Force who screen positive for substance abuse will be referred to their respective service for appropriate processing. Personnel required to participate in a particular sampling who are not able to produce an adequate sample (30 ml) will be required to remain in the testing area and wait until they are able to void. At no time will the forcing of large quantities of fluid be permitted; the inability to urinate is not a reason to be excused from testing.

5. Types of Authorized Tests. The various types of urinalysis tests authorized by the Department of the Navy are described in reference (b).

6. Responsibilities.

a. The OIC has the overall responsibility for the urinalysis screening program and shall:

(1) Conduct an aggressive urinalysis-testing program as outlined in reference (b).

(2) Ensure that the urinalysis coordinator is appointed in writing. The urinalysis coordinator should be E-7 or above.

(3) Determine that the method of selecting ensures random chance either by roll of dice or use of the Navy Drug Screening Program software.

(4) Review the status of personnel involved in drug use and alcohol abuse incidents and ensure that appropriate

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disciplinary, remedial education, rehabilitative and/or administrative action is taken.

(5) Consult with medical, alcohol and drug abuse program personnel when substandard performance, aberrant behavior, or misconduct is suspected to be alcohol or drug abuse related.

(6) Submit Drug and Alcohol Abuse Reports (DAARS) documenting alcohol and drug-related incidents.

b. The urinalysis coordinator shall:

(1) Ensure that periodic testing requirements are met and that those selected are notified by email or phone by 0730 on the day of screening.

(2) Maintain a command urinalysis ledger documenting all test specimens as well as signatures of the test subject and observer.

(3) Ensure that the member present presents a picture proof of identity and shall verify the service member's social security number on the bottle against the proof of identity. The preferred form of identification is the member's United States Military Identification Card.

(4) Ensure that an observer, of the same sex, witnesses the test subject providing the sample and actually observes the urine leaving the body of the test subject.

(5) Receive and take custody of the bottle containing at least 30 ml of urine from the test subject after the information on the bottle labels is verified and the bottle is sealed with tamper resistant tape.

(6) Ensure that coordinators and observers do not have access to the own bottles that they have provided after they collected.

(7) Properly prepare, sign and date the urine sample custody document.

(8) Properly seal and ship the urine sample with all necessary documentation to the Drug Screening Laboratory, Jacksonville, Florida for processing.

(9) Receive test results from the drug-screening laboratory and report all positive test results to the OIC.

(10) Ensure that the procedures outlined in references (a) and (b) are followed. References (a) and (b) shall serve as the standard operations and procedures (SOPs) for urinalysis collection.

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(11) Select and train observers in accordance with reference (a).

(12) Upon direction from the Officer in Charge, will initiate surveillance screening following a positive drug urinalysis.

c. Observers shall be appointed as needed and directly observe members (of the same gender) provide their sample and then sign the ledger verifying observance.

d. The Security Officer will assist the urinalysis coordinator in notifying personnel and ensuring compliance to the Urinalysis order.

e. Officers, chief petty officers and leading petty officers (LPOs) are responsible for exercising positive leadership and the demonstration of full support for the Navy Alcohol and other Drug Abuse Programs.

f. All personnel are responsible and fully accountable for their personal activities relating to alcohol and other drug abuse and for any substandard performance or illegal acts resulting from such activities. Additional responsibilities include:

(1) Reporting known or suspected incidents of drug abuse or trafficking to their immediate supervisor, Security Officer or OIC.

(2) Encouraging persons suspected of having an existing or potential alcohol or other drug abuse problem to seek assistance.

(3) Promoting a command climate of zero tolerance of alcohol and other drug abuse.


J. K. BAIRD