



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5353.3B
URINECOOR/LPM
19 Apr 02

NTC GREAT LAKES INSTRUCTION 5353.3A

FROM: Commander, Naval Training Center, Great Lakes

Subj: URINALYSIS SCREENING PROGRAM

Ref: (a) OPNAVINST 5350.4C

Encl: (1) Example of Appointment Letters Urinalysis
Coordinators and Observers

1. Purpose. To establish standardized procedures for CNTC/NTC component commands for the administering of the Urinalysis Screening Program for personnel within their respective commands.

2. Cancellation. NTCGLAKESINST 5353.3A

3. Background. Reference (a) promulgates comprehensive guidance for a unified Navy Alcohol and other Drug Abuse Program and assign specific responsibilities to the Urinalysis Coordinators.

4. Policy. Drug abuse is costly in terms of lost man-hours and unnecessary administrative and judicial processing. The Navy's zero tolerance policy recognizes that drug abuse is incompatible with the maintenance of high standards of performance, military discipline, and readiness.

5. Action

a. Commander, Naval Training Center (NTC) is responsible for the overall direction and guidance of an aggressive Drug Abuse/Urinalysis Program. Compliance with this instruction will be ensured by Commanding Officer Naval Station Great Lakes.

b. Commanding Officers of Component Commands shall:

(1) Ensure the continuation of an aggressive command Drug Program/Urinalysis Program that is in compliance with reference (a) of this instruction.

NTCGLAKESINST 5353.3B

(2) Designate, using enclosure (1), command Urinalysis Coordinators/Observers who meet the requirements of reference (a). Ensure careful selection of these key command figures.

(3) Ensure the parameters for all sampling, as required by enclosure (4) of reference (a), are met.

(4) Determine day/date on which testing is to be performed, and the number or percentage of personnel to be tested as required by reference (a).

(5) Ensure that Unit Sweeps are conducted as outlined in reference (a). Prior to conducting Unit Sweeps, Commanding Officers must request authorization in writing or by telephone from Commander, Naval Training Center. Authorization for a Unit Sweep of Naval Training Center shall be requested through CNET. The request shall include a minimum range of desired Unit Sweep dates, specific identification of the unit or group to be tested, an estimate of the number of personnel to be tested and the rationale for the test.

c. Command Urinalysis Coordinator shall:

(1) Coordinate with Commanding Officers an aggressive and effective urinalysis collection and screening process outlined in reference (a). Command scope is as follows:

(a) NTC: NTC Staff (including Navy Band, and providing service to: PWC, CBU-401, NTCC, DECA, NJROTC.)

(b) NAVSTA: Staff.

(c) SERVSCOLCOM: Staff and students.

(d) NAVCRUITRACOM: Staff, recruits, ATD students, and holding companies.

(e) NAVHOSP: Staff, students, patients, medical/legal hold personnel, detachment clinics (Building 237, 1017, and 1523).

(f) NAVDENCEN: Staff, detachment staffs (Building 237, 1017, and 1523).

(g) BRIG: Staff, confinees.

(h) TPU: Staff, transients.

(2) Train urinalysis observers to carry out duties as directed by reference (a).

(3) Ensure, by personal oversight, that urine sample security (e.g., labeling, chain of custody) is strictly observed.

(4) Maintain an up-to-date listing of Departmental Urinalysis Coordinators and Urinalysis Observers.

(5) Promptly report to Commander, Naval Training Center via the Commanding Officer Naval Station, any significant trends or concerns regarding program execution.

d. Command Urinalysis Monitors shall perform duties in strict conformance with the procedures described in reference (a).

6. Forms. The DD Form 2624 is available through the Navy Supply Channel. The Privacy Act Statement Form NTC-GL 5350/2 (5-90) is available through NTC DAPA or NTC Admin.



A. E. RONDEAU

Distribution:
NTCGLAKESINST 5216.5M
Lists I (15 only), II (Case A)

(COMMAND LETTERHEAD)

From: (Your Command)
To: (Individual Assigned)
Via: (If Applicable)

Subj: APPOINTMENT AS URINALYSIS COORDINATOR

Ref: (a) OPNAVINST 5350.4C

1. You are appointed the duties of Urinalysis Coordinator for this command.
2. You shall familiarize yourself with reference (a) for your performance and responsibilities as Urinalysis Coordinator.

CO's Signature

Copy to:
NTC, URINALYSIS COORDINATOR
Service Record

NTCGLAKESINST 5353.3B

(COMMAND LETTERHEAD)

From: (Your Command)
To: (Individual Assigned)
Via: (If Applicable)

Subj: APPOINTMENT AS URINALYSIS OBSERVER

Ref: (a) OPNAVINST 5350.4C

1. You are appointed the duties of Urinalysis Observer for this command.

2. You shall familiarize yourself with reference (a) for your performance and responsibilities as Urinalysis Observer.

CO's Signature

Copy to:
Command Urinalysis Coordinator
Service Record