



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5350.7C  
N00E

**29 MAR 2021**

NAVSUPPACT NAPLES INSTRUCTION 5350.7C

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

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

Ref: (a) OPNAVINST 5350.4D  
(b) DoD Instruction 1010.16 of 15 June 2020

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

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

2. Cancellation. NAVSUPPACTNAPLESINST 5350.7B

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 NAVSUPPACT Naples Urinalysis Program is administered in accordance with references (a) through (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 urinalysis selection.

(5) Ensure Unit Sweep Urinalysis Screenings are conducted per reference (a).

b. UPC 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).

**29 MAR 2021**

- (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 UPC 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:

29 MAR 2021

(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, shall 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 a Memorandum of Understanding (MOU) for Supported Commands on Urinalysis Testing Services. Supported commands will submit the MOU to Commander, Navy Region Europe, Africa, Central, via their CO, and NAVSUPPACT Naples CO.

#### 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.

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-into the command, 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 Leading Chief Petty Officer 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 0900-1200.

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. The NAVSUPPACT Naples Command Master Chief, 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 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

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

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 be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

**29 MAR 2021**

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. All required paperwork will be prepared and the names of those personnel selected will be distributed to the command using all appropriate means by 0800 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 1200 on the day selected.
4. Selected personnel who are on leave, special liberty, 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.

Enclosure (1)

29 MAR 2021

URINALYSIS OBSERVER BRIEFING SHEET

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

- Ref: (a) OPNAVINST 5350.4D  
(b) DoD Instruction 1010.16 of 15 June 2020  
(c) NAVSUPPACTNAPLESINST 5350.7C

1. Urinalysis Observer responsibilities are set forth in references (a) through (c).
2. The Observer will:
  - a. Never lose sight of the specimen bottle once the member takes possession of the sample bottle
  - 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 Printed Name      Observer Signature      Date \_\_\_\_\_

\_\_\_\_\_  
UPC Printed Name      UPC Signature      Date \_\_\_\_\_

URINALYSIS PROGRAM COORDINATOR COLLECTION CHECKLIST

- Generate a random test utilizing Navy Drug Screening Program (NDSP)
- Send list through email to the designated personnel
- Ensure testing location is ready for testing
- Brief observers
- 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
- 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
- File DD 2624, urinalysis register and observer forms in the safe file corresponding to the testing month



29 MAR 2021

URINALYSIS PROGRAM POLICY STATEMENT

1. 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.

2. NAVSUPPACT Naples agrees to deliver quality Urinalysis Program services and support, so that the tenant command may be able to accomplish its own mission.