



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1130.9
30
4 Nov 2014

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1130.9

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: MANDATORY PRE-ACCESSION NON-INSTRUMENTED DRUG TESTING
(NIDT) OF DELAYED ENTRY PROGRAM (DEP)/DELAYED ENTRY
RESERVIST (DER) PERSONNEL

Ref: (a) OPNAVINST 5350.4D R)
(b) COMNAVCRUITCOMINST 1130.8J w/ch6, Volume V Article
020115 R)
(c) COMNAVCRUITCOMINST 1130.9K

Encl: (1) Instructions to Navy Staff for Administering the NIDT
(2) Sample NAVPERS 1070/613 (Rev 07-06), U.S. Navy -
"Zero Tolerance for Drug Abuse"
(3) Sample NAVCRUIT 1133/88 (Rev. 10-09), NIDT Reporting
Document

1. Purpose. To promulgate policy and procedures for the mandatory pre-accession drug screening of DEP and DER personnel per reference (a).

2. Background. This instruction promulgates policy and procedures for the mandatory NIDT of DEP/DER personnel. For purposes of this instruction, DEP/DER personnel include Non-Prior Service (NPS) in the following categories: New Accession Training, Full Time Support, Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) with a job reservation in the PRIDE system. In an attempt to maintain Recruit Training Command (RTC) drug attrition below one percent, DEP/DER personnel will be tested for cocaine, marijuana, and methamphetamines prior to accession.

3. Scope. This is a mandatory drug-screening program for all DEP/DER personnel (NPS, NAVETS, and OSVETS) awaiting shipment to RTC or Transient Personnel Unit (TPU). Members who refuse to participate in the NIDT shall be discharged and must wait a minimum of one year from the date of DEP discharge before being reconsidered for enlistment.

4. Action. The NIDT will be administered prior to MEPS projection, during the IMC, 30-days prior to shipping, 15-days prior to shipping, and 24-hours prior to shipping. The IMC, 30-day, 15-day and 24-hour will be in conjunction with a DEP recertification. All NIDTs conducted will be annotated in the applicant's Web RTOOLS record. Annotation should include date tested and results. Recruiting personnel will ensure DEP/DER personnel are properly briefed on what to expect at RTC or TPU, as appropriate, including the required drug screening normally conducted within the first 24 hours. Specific responsibilities are outlined below:

a. NRD New Orleans NIDT Program Manager

(1) Maintain proficiency to manage all NIDT policies and procedures.

(2) Issue NIDTs to Navy Recruiting Stations (NAVCRUITSTA) based on each station's annual accession goal and the size of the DEP pool.

(3) Inventory is based on the NAVCRUITDIST annual accession goal.

(4) Ensure NIDT kits are stored per the manufacturer's instructions for proper handling and storage. Storage temperature must be maintained between 35 degrees and 86 degrees Fahrenheit.

(5) Distribute NIDT kits using the "first in - first out" method to ensure kits with the oldest shelf life are distributed first.

(6) Ensure the Recruiting Operations (R-OPS) Officer is immediately informed if any member is unable to complete accession processing due to a positive result on Navy pre-accession drug screening.

b. Recruiter

(1) Responsible for briefing Future Sailors on the Navy's Pre-accession Drug Testing Program.

(2) Administer the NIDT per enclosure (1).

(3) After completion of all required training modules and the 24-hour pre-accession NIDT, ensure the Future Sailor signs a NAVPERS 1070/613, enclosure (2).

(4) When administering the 30-day and 24-hour tests, ensure results are recorded on the NIDT Reporting Document, enclosure (3), and all tests are annotated in Web RTools, immediately upon completion of testing.

(5) Ensure a copy of enclosures (2) and (3) are provided to the Navy Liaison Office (NLO) to file in the Future Sailor's enlistment kit and residual file.

c. Navy Liaison Office (NLO) Personnel

(1) Ensure signed NAVPERS 1070/613, enclosure (2), is filed in the Future Sailor's enlistment kit, and a copy is placed in the residual file. Add the NIDT Reporting Document, enclosure (3), to the Future Sailor's residual file.

5. Administration. The NIDT will be administered using the guidance provided in enclosure (1).

a. Each Future Sailor must be briefed by the recruiter on proper NIDT procedures and potential consequences for refusing to participate or testing positive for the presence of marijuana, cocaine, or methamphetamines.

b. A recruiting official of the same gender **must observe** each Future Sailor during the collection of the urine sample and activation of the NIDT kit. **Observation of the Future Sailor's urine sample collection by anyone of the opposite gender is strictly prohibited.** Non-Navy recruiting personnel may be used, so long as prior approval is obtained by the NAVCRUITDIST CO. Approval must be obtained prior to performing the NIDT. A signed copy of the approval letter must be maintained by the NAVCRUITSTA. The Navy representative must verify and accept NIDT results. Results must be documented in RTools and complete the NIDT Reporting Document. Both Navy and non-Navy recruiting personnel must sign NIDT Reporting Document. File the signed NIDT Reporting Document in the Future Sailor's residual file.

4 Nov 2014

c. The confidentiality of each Future Sailor's drug screening result is paramount. Adequate precautions must be taken to ensure drug screening results are not observed or become known by any person who does not have a need to know.

d. The U.S. Navy "Zero Tolerance" Policy for Drug Abuse training modules can be found on the Navy Recruiting Command Quarterdeck website on the N35 Policy and Programs page. The program shall be introduced at the 72-hour indoctrination per reference (b), and must be completed prior to the 30-day recertification and NIDT. Completion of all training modules shall be annotated in RTools.

e. The NIDTs will be conducted at either the NAVCRUITSTA or NAVCRUITDIST Headquarters. Drug screening at any other location is prohibited without prior approval from the NAVCRUITDIST CO.

(1) NIDT Screening 15 Days or more Prior to Accession. NIDT screening will be conducted during the Initial Mentoring Contact, 30 days prior to accession and 15 days prior to scheduled MEPS accession processing. If a Future Sailor is subsequently rolled out for any reason, the NIDT must be administered each time the member reaches the 30-day point and 15-day point prior to scheduled accession date. Personnel residing in remote overseas locations may be exempt from the 30-day NIDT with NAVCRUITDIST CO approval. A DEP Action Request (DAR) must be forwarded to the CO for any member who tests positive. NAVCRUITDISTs will meet the following guidelines for members testing positive at any time before the 24-hour:

(a) THC. The member should be interviewed to determine whether they should be administered a confirmation test, discharged, or rolled out at least 90 days from their current ship date. Whatever action is taken, the member is required to retake all training modules before they can be re-contracted (if they attrite) or shipped (if rolled out). No member may be accessed into the Navy within 90 days of testing positive for THC.

(b) Cocaine. The member shall be immediately discharged and is not enlistment eligible for a period of one year from the date of the NIDT. The individual is required to complete the drug training modules before they can be re-contracted.

4 Nov 2014

(c) Methamphetamines. The member must be interviewed to determine if the positive test result is due to an over-the-counter medication, medication prescribed by a physician, or possible illegal drug usage. If use is over-the-counter, the member must be advised to cease use immediately. The NAVCRUITDIST will contact N35 and N3M will make the final determination. If the drug has been prescribed, a prescription from the physician must be provided and documented. If it is determined through self-admission that the member used illegal methamphetamines, the member must be discharged and is not enlistment eligible for a period of one year from the date of the test. The individual is required to complete the drug training modules before they can be re-contracted.

(2) NIDT Drug Screening within 24 Hours Prior to Accession. NIDT screening must be accomplished 24 hours prior to scheduled MEPS accession processing. A DAR must be forwarded per reference (b) to the CO for DEP/DER for Future Sailors who test positive for any of the three drugs listed above. NAVCRUITDISTs will meet the following guidelines for Future Sailors testing positive at the 24-hour test:

(a) THC. The member should be interviewed to determine whether they should be administered a confirmation test or discharged. If discharged, they are not eligible to re-contract for a minimum of 90 days. Any member testing positive for THC on two separate testing dates must be discharged and is not enlistment eligible for a period of one year from the date of the latest test. The individual is required to retake all training modules before they can be re-contracted. No member may be allowed to access into the Navy within 90 days of testing positive for THC.

(b) Cocaine. The member will be immediately discharged and is not enlistment eligible for a period of one year from the date of the NIDT. The individual is required to complete the drug training modules before they can be re-contracted.

(c) Methamphetamines. The member must be interviewed by the recruiter to determine if the positive test result is due to an over-the-counter medication, medication prescribed by a physician, or possible illegal drug usage. If

4 Nov 2014

use is over-the-counter, the member must be advised to cease use immediately. NRD New Orleans will contact N35 and N3M will make the final determination. The mandatory waiting period for shippers taking over-the-counter medication with positive results for methamphetamines is five days. A confirmation test will be given at the end of the five-day waiting period to ensure results are negative prior to shipping to RTC. If the drug has been prescribed, a prescription from the physician must be provided and documented by the Chief Medical Officer (CMO) on the DD Form 2808 and a copy placed in the member's service record. If it is determined through self-admission that the member used illegal methamphetamines, the member must be discharged and is not enlistment eligible for a period of one year from the date of test. The member must retake all drug training modules before they can be re-contracted.

f. Confirmation Testing Procedures. Personnel who deny recent use of marijuana, cocaine, or methamphetamines and desire to contest their positive test results may request an immediate confirmation test using a different NIDT kit.

(1) Members desiring to contest their NIDT results must do so immediately after their NIDT results are read and verified by Navy personnel. The contesting member must have a urine sample tested within two hours after the positive NIDT. There are no exceptions to the two-hour rule. Recruiting personnel will not encourage personnel to challenge adverse NIDT results.

(2) Personnel testing positive for cocaine, methamphetamines, or for marijuana on two separate occasions, and who admit to recent drug use, will be discharged without benefit of a confirmation test.

(3) Personnel testing positive for cocaine, methamphetamines, or for marijuana on two separate occasions and who deny recent drug use, but decline to have a confirmation test, will be immediately processed for discharge.

(4) A confirmation test should be conducted on any member testing positive for marijuana, cocaine, or methamphetamines on the 24-hour NIDT, unless the member admits to recent drug use.

(5) The results of a confirmation test will be recorded in RTools and the NIDT Reporting Document.

NAVCRUITDISTNOLAINST 1130.9

4 Nov 2014

6. NIDT Testing Kits. Distribution of NIDT kits will be coordinated by NAVCRUITDIST NIDT Program Manager. Shipments will cover a four-month period and will be used for the 5 allotted tests.

7. Forms. NAVCRUIT 1133/88 (Rev 10-09) is available electronically at <http://www.cnrc.navy.mil/Publications/forms.htm>.

/s/

C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

4 Nov 2014

Instructions to Navy Staff for Administering the Non-Instrumented Drug Test (NIDT)

Note: *Ensure sufficient supplies are on hand to conduct the NIDT for each individual (Timer and NIDT Screening Kit).*

Step 1: To begin the collection process, verify the expiration date printed on the pouch and open it in front of the member just before use.

Step 2: Escort each Future Sailor to the designated restroom to facilitate urine specimen collection. A Navy representative is required to observe the collection of the member's urine sample and the activation of the NIDT. Navy representatives of the same gender must serve as observers, and shall maintain eye contact with the NIDT cup at all times during the collection process, to include observing the urine exiting the body into the collection cup. **Observation of urine sample collection by anyone of the opposite gender is strictly prohibited.** If a Navy representative of the same gender is not available, refer to paragraph 6b of this instruction for guidance.

Step 3: Future Sailors shall be instructed to fill the NIDT cup with urine specimen to a level above the minimum urine level line. Once the specimen is collected, instruct the member to secure the lid on the NIDT cup and return the cup to the observer. The observer will ensure the lid is tightly secured. The Future Sailor and observer must remain in sight of the specimen until the results are interpreted.

Step 4: To interpret test results, peel back the label on the front of the NIDT cup. The results are interpreted by reviewing the lines in the test results window. Negative results may be interpreted as soon as all lines are visible. Positive or inconclusive results should only be interpreted five minutes after the sample is collected. Interpret test results using the instructions included in the packaging.

NAVCRUITDISTNOLAINST 1130.9
4 Nov 2014

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION:			
SUBJECT:		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
U. S. NAVY - "ZERO TOLERANCE" POLICY FOR DRUG ABUSE		AUTHORITY (IF PERMANENT):	
I have completed the Navy's "Zero Tolerance for Drug Screening" training modules and successfully passed the 24-hour pre-accession NIDT.			
_____ (Signature of Applicant)		_____ (Date)	
Witnessed:			
_____ (Recruiter/LPO/LCPO)		_____ (Date)	
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:		DATE:	SIGNATURE OF VERIFYING OFFICIAL:
		<input type="text"/>	
NAME (LAST, FIRST, MIDDLE):		SOCIAL SECURITY NUMBER:	BRANCH AND CLASS:

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Enclosure (2)

NIDT REPORTING DOCUMENT	
DEP Member Name: _____	DEP Date: _____
Recruiters Name: _____	NAVCRUITDIST: _____
1. NIDT Test Conducted 30 Days Prior To Accession:	
<input type="radio"/> Negative <input type="radio"/> Not Required. In DEP Less Than 45 Days	
<input type="radio"/> Positive <input type="radio"/> THC <input type="radio"/> Meth <input type="radio"/> Cocaine <input type="radio"/> Member Refused to Participate	
I acknowledge that I have confirmed this member's NIDT test results.	
_____	Date: _____ Date of Test: _____
Name and Signature of Recruiting Representative	
2. NIDT Test Conducted 24 Hours Prior To Accession:	
<input type="radio"/> Negative	
<input type="radio"/> Positive <input type="radio"/> THC <input type="radio"/> Meth <input type="radio"/> Cocaine <input type="radio"/> Member Refused to Participate	
I acknowledge that I have confirmed this member's NIDT test results.	
_____	Date: _____ Date of Test: _____
Name and Signature of Recruiting Representative	
3. Additional NIDT Test Conducted As A Result Of Reclassification: (Optional)	
<input type="radio"/> Negative	
<input type="radio"/> Positive <input type="radio"/> THC <input type="radio"/> Meth <input type="radio"/> Cocaine <input type="radio"/> Member Refused to Participate	
I acknowledge that I have confirmed this member's NIDT test results.	
_____	Date: _____ Date of Test: _____
Name and Signature of Recruiting Representative	
4. Confirmation Test Results (DEP Member Must Deny Recent Drug Use And Provide A Urine Sample For NIDT Testing Within 2 Hours Of Contested NIDT Results):	
<input type="radio"/> Negative	
<input type="radio"/> Positive <input type="radio"/> THC <input type="radio"/> Meth <input type="radio"/> Cocaine <input type="radio"/> Member Refused to Participate	
I acknowledge that I have confirmed this member's NIDT test results.	
_____	Date: _____ Date of Test: _____
Name and Signature of Recruiting Representative	
5. TO BE COMPLETED BY DEP MEMBER:	
I have completed all "U.S. Navy Zero Tolerance Policy for Drug Abuse" training modules while in the Delayed Entry Program ("Check" one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
_____	Date: _____
Name and Signature of Member	