



## DEPARTMENT OF THE NAVY

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NAVCRUITDISTNYINST 5350.1G

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22 Mar 16

### NAVCRUITDIST NEW YORK INSTRUCTION 5350.1G

Subj: URINALYSIS POLICY AND PROCEDURES

Ref: (a) OPNAVINST 5350.4D  
(b) DoD 1010.1  
(c) DoD 1010.16

1. Purpose. To establish operational procedures for the Command Urinalysis Program in compliance with guidelines established by Navy directives.
2. Cancellation. NAVCRUITDISTNYINST 5350.1F
3. Background. Illegal drug use severely degrades combat readiness. It undermines the health, welfare and safety of every member of this command as well as our ability to carry out the mission. Sailors who use drugs compromise both their physical and mental health making themselves unsuitable for military duty.
4. Applicability. The provisions of this program apply to all Active Duty, Naval Reserve and Collegiate personnel assigned to NRD New York. All command personnel will participate in the Urinalysis Program. A current roster will be maintained by the Urinalysis Program Coordinator (UPC) in the computer-based Navy Drug Screening Program (NDSP).
5. Urinalysis Inspection Program. To detect drug abuse and keep this command fit and mission capable, NRD New York will conduct periodic, random urine testing (inspections). Personnel ordered to participate shall be randomly selected from the entire command or selected by virtue of being an identifiable segment or sub-unit per reference (a).
6. Policy
  - a. The Urinalysis Program Coordinator (UPC) will conduct random urinalysis tests at varying times, dates and shifts to reduce predictability, ensuring effective drug abuse prevention per reference (b).
  - b. Personnel reporting late to a urinalysis or UA will be held accountable and await disciplinary actions. Any personnel "UA" will be contacted and directed to appear at NRD New York Headquarters to provide a urine sample immediately. Category of test will be "TU".
  - c. All members ordered to pretrial confinement shall provide a urine sample

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d. The Executive Officer (XO) and UPC will determine a testing periodicity randomness and ensure 20 percent of the command has been tested monthly IAW reference (a). The UPC will submit the names of those selected to the XO NLT 1600 the day prior to a command urinalysis event. The XO will send an email to ALL NRD New York personnel selected for testing NET 1600 the day prior to testing.

#### 7. Random Testing Procedures

a. The UPC will submit random selection testing per reference (c).

b. The R-OPS will contact, via the Division Leading Chief Petty Officer (DLCPO) and Leading Petty Officer (LPO), selected personnel to report to the collection site to provide samples. Collection sites will be NRD New York Headquarters, NORS Woodbridge and/or MEPS. SNM will surrender his/her military ID card and be kept in a controlled area during sample collection.

c. Personnel who are contacted and do not report for testing are considered No-Shows. They will be placed on report for violation of UCMJ Articles 86 and 92. At the earliest time possible, a test shall be administered.

#### 8. Responsibilities

a. The Command Duty Officer shall:

(1) Have a thorough understanding of the command's Urinalysis Program.

(2) Contact CO, XO, CMC and Legal Officer in all cases where personnel are suspected of an alcohol-related or drug-related offense; this includes the results of any medical examination conducted.

(3) Ensure that CO, XO, CMC, Legal Officer and UPC are notified of all personnel who are involved in workplace or liberty incidents, or are apprehended by security personnel or local police.

(4) Recall the command UPC or UPC Assistant to conduct all urinalysis inspections.

b. Urinalysis Program Coordinator shall:

(1) Advise the CO, XO and CMC on all matters relating to urinalysis, including Navy policy and related procedures, collection and transportation of urinalysis samples.

(2) Collect a urine sample on personnel reported UA. Category of test will be "TU".

(3) Put on report all No-Show personnel and collect a urine sample upon member's immediate arrival. Category of test will be "TU".

- (4) Update NDSP roster weekly, using the command's Alpha roster.
  - (5) Maintain a list of the names of all members who are randomly selected for testing.
  - (6) Test all new reporting personnel within 72hrs of check-in.
  - (7) Report all positive urinalysis results to the CO, XO and CMC immediately upon notifications.
9. Workplace/Liberty Incidents, Competency-for-Duty and Violations of the UCMJ
- a. CO, XO, CMC, Legal Officer and UPC shall be notified of all cases where personnel are suspected of an alcohol-related or drug-related offense(s).
  - b. If the CO orders a probable cause urinalysis on an individual hospitalized for greater than 24 hours, the CDO or the UPC shall report to the hospital and obtain a urine sample or request assistance from qualified medical personnel to obtain one.



J. W. STICHT