



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 5350.2B

Ser 09M/014

28 Feb 03

NAVSEA INSTRUCTION 5350.2B

From: Commander, Naval Sea Systems Command

Subj: MILITARY DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL  
(DAAPC) PROGRAM

Ref: (a) OPNAVINST 5350.4C

Encl: (1) Urinalysis Policy and Related Procedures

1. Purpose. To reissue policy and guidance for reference (a), drug and alcohol abuse prevention and control. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSEAINST 5350.2A of 31 January 1991.

3. Policy. The Commander, Naval Sea Systems Command fully supports policy established by the Secretary of the Navy and Chief of Naval Operations. Commanders, Commanding Officers (COs) and Officers in Charge (OICs) are to become familiar with and follow the guidance in reference (a) for managing drug and alcohol programs. We will support the Navy's policy of "zero tolerance" for drug abuse, illegal drug use, and its policy for "responsible use" of alcohol. NAVSEA's policy regarding illicit drug use and alcohol abuse is:

a. Zero tolerance within headquarters and shore activities for alcohol abuse, and the abuse, use, possession, sale, or distribution of other drugs.

b. To eliminate activities that glamorize the abuse of alcohol.

c. Full observance and involvement of the chain of command in all drug and alcohol programs.

d. To promote aggressive and innovative programs in cooperation with local authorities and community leaders to openly attack illicit activities involving alcohol and other drugs.

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e. To provide every reasonable opportunity for individuals seeking assistance with resolving problems associated with the abuse of alcohol or other drugs. However, individuals will be held responsible for their conduct.

#### 4. Responsibilities

##### a. Alcohol and Drug Control Officer (ADCO), shall:

(1) Ensure subordinate commands implement and maintain education programs.

(2) Assess Drug and Alcohol programs at all NAVSEA Activities. The ADCO may complete these assessments as part of NAVSEA Inspector General (IG) Command Performance Inspections (CPI), arrange to have another military complete this assessment as part of the NAVSEA IG CPI, or with Field Assist Visits as requested or directed. Submit program assessment reports after completing assessments if such reports are not contained within the IG's report.

(3) Annually review and update NAVSEA Drug and Alcohol program requirements based on ongoing assessments and reports.

(4) Monitor subordinate commands to ensure they actively support local initiatives, including alcohol deglamorization, and implement DUI/DWI and other alcohol and drug abuse countermeasures consistent with the threat environment.

(5) Monitor subordinate commands to ensure they conduct urinalysis in accordance reference (a). Monitor HQ to ensure it follows the procedures of enclosure (1). Monitor all of NAVSEA to ensure compliance with specific guidance from drug labs and the timely correction of discrepancies.

(6) Monitor subordinate commands to ensure they form, or participate on, Navy Drug and Alcohol Advisory Councils (NDAACs), and that they meet at least quarterly.

(7) Verify that prospective Commanding Officers (COs), Executive Officers (XOs), Officers in Charge (OICs), and Command Master Chiefs (CMCs), have successfully completed the 4-hour ADAMS Manager course. ADAMS Manager is the 4-hour version of the Alcohol and Drug Abuse Manages/Supervisors (ADAMS) training

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that enables COs, XO's, and CMCs to establish and maintain an effective command drug and alcohol program.

(8) Participate on the Naval District Washington (NDW) NDAAC.

b. NAVSEA will aggressively support the Navy's Drug and Alcohol Program and adhere to and follow the guidance set forth in reference (a) and this instruction. Utilize your Drug and Alcohol Program Advisor (DAPA), if assigned, to manage your program per reference (a). Should you need assistance from Headquarters, contact the NAVSEA ADCO.



P. M. BALISLE

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URINALYSIS POLICY AND RELATED PROCEDURES

1. Procedure. All NAVSEA activities will ensure compliance with the urinalysis policy, definitions, and related procedures as outlined in reference (a) and this enclosure.

2. Random Sampling and Unit Sweep Authority

a. Commands will test at least 10 to 20 percent of assigned personnel each month. Testing between 20 to 40 percent of personnel is at the Commander's or CO's discretion. All types of testing, random or otherwise, count toward this monthly quota. Additionally, commands shall conduct a minimum of one unit sweep each year that includes all assigned personnel.

b. Random Sampling. The term "random sampling" applies to any command urinalysis test when the command randomly selects individuals for testing. To enhance the deterrent value of such testing, design the testing program so that a member's chance of selection, and thus detection, remains constant throughout the testing period. Random sampling of small numbers of personnel on a frequent basis provides the best results. This raises the perceived risk of detection by reducing predictability. Approval procedures are as follows:

(1) Shore activity Commanders, COs, and OICs may authorize random sampling testing in any given month for random samplings involving 20 percent or less of the total military population.

(2) Other than the one annual total unit sweep, COMNAVSEA or the appropriate NAVSEA echelon three Commander must approve testing if random sampling in any given month involves testing more than 40 percent of the total military population.

(3) For NAVSEA commands and activities that report to a NAVSEA echelon three Commander, submit the request for approval to that Commander. All other NAVSEA commands and activities shall submit requests to Commander, Naval Sea Systems Command. Submit all requests via Naval letter or Naval message. After receiving approval from the appropriate NAVSEA Commander, complete the approved test within the next 30 days.

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c. Unit Sweep. The term "unit sweep" generally applies to testing an entire unit or any identifiable segment or class of a unit (i.e., a division, all E-6 personnel and below, all officers, all personnel who have reported for duty in the last month, etc). When requesting permission for a unit sweep that would exceed the normal monthly quota levels, provide the following information:

- (1) Requesting activity
- (2) Group to be tested
- (3) Approximate number and percentage of personnel to be tested
- (4) Brief reason for testing
- (5) Name and phone number of the program coordinator

3. Sample Submission. Activities will submit the samples to the certified laboratory designated by the geographic boundaries outlined in reference (a).

4. Testing Procedures. All NAVSEA commands and activities will comply with the procedures in reference (a). Additionally, NAVSEA HQ will utilize the following procedures, while NAVSEA subordinate commands and activities are encouraged to follow them when practicable.

5. Notification Process. Sealed envelopes will be delivered to directorate points of contact (POCs) the day before the urinalysis. Those envelopes will be opened on the morning of the urinalysis test by the POCs who will then personally contact the selected members to inform them of their requirement to participate in urinalysis testing that day. Members will be notified via e-mail the morning of the urinalysis testing. The directorate POCs are responsible for verifying the status of selected members and making a timely report of their status to the Unit Coordinator/Assistant. The only acceptable reasons for missing urinalysis testing are if a member is on leave or out of area TDY. Attending local meetings, such as those at the Pentagon, Crystal City, etc. are not acceptable reasons for missing urinalysis testing.

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6. Failure to Report for Urinalysis Testing. Those members who fail to report for urinalysis testing during the designated time will be subjected to disciplinary actions.

7. Collection Procedures

a. Each urinalysis should be conducted with the understanding that positive samples will result in administrative or disciplinary action. Collection procedures should be designed to avoid problems during administrative and disciplinary proceedings. At court-martial, the trial counsel must establish that the positive urine sample originated with the accused. During the government's case, the military judge or members, as fact finders, will closely scrutinize the command's collection procedures. Based upon courts-martial experience, certain procedures have proved to be most effective in establishing the source of a urine sample. Specimen collection should immediately follow the test announcement. Members designated for testing should report directly to the collection site, under escort if considered necessary.

b. Prior to testing, the Unit Coordinator/Assistant/Observer will conduct a walkthrough inspection of the head designated for urinalysis testing. After the walkthrough inspection, the head will be secured for personnel not participating in urinalysis testing during that period.

c. The use of Portable Urinalysis Kits is not authorized by NAVSEA commands. The associated high cost, unavailable training, and duplication of effort at Navy Drug Screening Labs (NDSL) make Portable Urinalysis Kits a nonviable collection alternative.

9. The Unit Coordinator/Assistant will:

a. Ask for the member's Identification Card.

b. Compare the ID picture with the member's face.

c. Match the social security number from the member's ID card with the social security number on the pre-printed ledger.

Note: Every command should keep a ledger/log book with the following columns of information: date, batch number, specimen

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number, social security number, member's name (printed), testing premise, member's signature, and observer's signature (over printed name) and comments.

d. Take the member's ID card and place it in the slot where the member's specimen bottle was retrieved.

e. Give the specimen bottle directly to the member, who will then be escorted to the head by an observer.

f. When the member returns with a filled specimen bottle, direct the member to place the sample bottle on the table in view of the Unit Coordinator/Assistant and the member.

g. Have the member verify the information on the pre-printed label and the ledger.

h. Have the member sign the ledger and initial the pre-printed label.

i. Have the observer sign the urinalysis ledger.

j. Apply the pre-printed label to the bottle, then place the tamper-proof seal over the label in the designated marking area of label. If the tamper-proof seal is accidentally broken while packaging samples for shipment, replace the tamper-proof seal and make appropriate documentation on chain of custody form (DD Form 2624).

k. Remove the bottle from the table ensuring the sample is warm and then place the sample in the shipping box and return the member's ID card.

l. Line out, initial and date specimen numbers for each batch on DD Form 2624 that were not collected and remove corresponding sample bottles from shipping boxes. This action must then be verified by another individual to ensure its accuracy.

m. After verifying all samples, sign the chain of custody document, package the samples, and hand carry/send samples to the appropriate screening laboratory via U.S. Mail IAW OPNAVINST 5350.4C.

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n. If a member is unable to provide a sample after arriving at the testing site, the member must stay in the immediate vicinity under the observation of the Unit Coordinator/Assistant until able to provide a sample. Members that cannot produce a specimen sample during the designated testing period will be sent to a medical treatment facility (MTF). At the MTF the member will either provide a sample or receive appropriate medical actions.

10. The Observer will:

a. At no time touch or handle the member's sample bottle.

b. Walk with the member from the Unit Coordinator/Assistant's table to the head.

c. Ensure male members use the urinals. If there are two urinals, both urinals may be used only if there is a divider between them. When there are more than two urinals, two members may give samples at the same, but each should use one of the end urinals. For female members, keep the stall door open. If the sample/collection bottle or cap should fall into the urinal or commode, the observer will direct the member to the Unit Coordinator/Assistant to obtain a replacement bottle or cap.

d. Stand to clearly view the urine sample actually entering the bottle.

e. Ensure that the sample is at least 30 milliliters of the 100-milliliter bottle (approx. 1/3 full).

f. Accompany the member to the Unit Coordinator/Assistant's table.

g. Sign the ledger.

11. Command Urinalysis Observers

a. The Unit Coordinator/Assistant will notify Senior POCs that the command will be conducting that morning, and two male personnel (E-6 thru O-4) are required to act as observers. POCs are to coordinate selection of these observers for their respective codes.

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Month	Jan/Jul	Feb/Aug	Mar/Sep	Apr/Oct	May/Nov	Jun/Dec
Code	SEA 00Z PEO CARRIERS	SEA 02/04	SEA 05 PEO IWS	SEA 06 PEO SUBS	SEA 07 PEO LMW	PEO SHIPS

b. Because there is such a small number of testable females, only one female observer will be utilized. To minimize the impact on the female observer when testing females, the female observer will be at the test site for the first hour of testing. After the first hour of testing, the designated female observer will be on call and contacted when a female member needs to be tested.

12. Records. Retain urinalysis records for two years.