



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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JBPHHINST 5355.1
JB00
17 Jun 14

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5355.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: URINALYSIS PROGRAM

Ref: (a) SECNAVINST 5300.28E
(b) OPNAVINST 5350.4D
(c) DoD Directive 1010.1
(d) DoD Instruction 1010.16

Encl: (1) Sample Memorandum of Understanding
(2) Urinalysis Program Coordinator Qualification
(3) Urinalysis Observer Briefing Sheet
(4) Failure to Provide Urine Sample Memorandum
(5) Consent to Urinalysis Testing Form

1. Purpose. To provide guidance for the operation and administration of the Joint Base Pearl Harbor-Hickam (JBPHH) Urinalysis Program per references (a) through (d). This instruction is a revision and should be read in its entirety.

2. Cancellation. NAVSTAPEARLINST 5355.4E.

3. Policy. The Urinalysis Program exists to deter and detect the use of illicit drugs by JBPHH Navy personnel in accordance with reference (a), the Navy's "Zero Tolerance" policy. All Navy personnel attached to JBPHH are required to submit to random urinalysis testing. The provisions of this instruction increase frequency of testing and broad-based sampling, to ensure the urinalysis-testing program is comprehensive, effective and promotes a drug-free work environment.

4. Duties and Responsibilities

a. The Command Urinalysis Program Coordinator (UPC) is responsible for the supervision, inspection, transporting and implementation of the provisions contained in this instruction. As such, the UPC will:

(1) Schedule, collect, process and transport all urine samples of JBPHH Navy personnel (permanent and temporary), and those personnel that have entered into a Memorandum of Understanding (MOU) for inclusion in the JBPHH urinalysis program.

(2) Administer the Navy Drug Screening Program (NDSP). NDSP is a computer-based application that enables the Commander to establish monthly drug testing parameters. Use of NDSP

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minimizes the opportunity for cheating or gaming the urinalysis system while maximizing the deterrent effect by keeping the test days unpredictable.

(3) Obtain monthly the current JBPHH personnel roster from the Administrative Department.

(4) Obtain monthly the current personnel roster from commands that have entered into a MOU for inclusion in the JBPHH urinalysis program. Enclosure (1) will be used to develop the MOU between commands. All previous MOU's remain active.

(5) Notify respective Department Head (DH), Division Officer (DO), Department Leading Chief Petty Officer (DLCP), or Tenant CO and Officer in Charge (OIC) of requirements to provide observers.

(6) On day of testing, print a listing of personnel names to be tested based on the NDSP random selection.

(7) Ensure the inspection site provides maximum control of personnel and samples.

(8) Coordinate urinalysis at the request of commands, which fall under the urinalysis program pursuant to a MOU.

(9) Supervise and instruct observers ensuring they fully comprehend their duties and responsibilities.

(10) Notify the Chief Staff Officer (CSO), Command Master Chief (CMC), DH and DO of personnel who fail to provide a sample to facilitate administrative or disciplinary action.

(11) Inform the JBC, CSO, CMC, Staff Judge Advocate (SJA), Drug and Alcohol Program Advisor (DAPA) of any positive urinalysis test results.

(12) Submit all reports/messages of positive urinalysis results to the SJA for administrative or disciplinary action.

(13) Adhere to all pertinent directives.

(14) Update this instruction when necessary and review this instruction semi-annually.

b. The DAPA shall:

(1) Initiate counseling and medical screening for those members identified as submitting positive samples from illegal use of controlled substances.

(2) Submit the Drug and Alcohol Abuse Report (DAAR) within 30 days of positive notification.

c. The DH, DO and DLCPO are responsible for exercising positive leadership and demonstrating full support for the urinalysis program. They shall:

(1) Educate, train and motivate subordinates to create group peer pressure that rejects drug abuse and reinforces the Navy's "Zero Tolerance" policy.

(2) Ensure personnel selected for testing are notified and ordered, when and where to report for sample collection.

(3) Ensure personnel selected for testing arrive at the testing site on time as ordered. As such they will:

(a) Provide relief for personnel on watch or duty during the collection hours.

(b) Ensure shift-workers or off-going personnel remain on station until samples are provided.

(c) Ensure on-coming personnel provide a sample prior to assuming the watch of their duties.

(4) Notify UPC on test day of those personnel who are unable to participate and indicate the reason for the absence. Personnel will be excused for the following reasons only:

(a) Sick in Quarters (SIQ) or hospitalization

(b) Leave (LV)

(c) TAD

(d) Special Liberty (S/L)

(5) Provide an observer as required during the testing hours and ensure they arrive on time and meet the minimum requirements listed in paragraph 5.b.

5. Qualifications

a. Urinalysis Program Coordinator (UPC):

(1) Must be an E7 or above.

(2) Must meet qualification standards as specified in reference (b).

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(3) Will have a comprehensive knowledge of the provisions of this and related instructions.

(4) Will complete qualification requirements as listed on enclosure (2) prior to assignment.

(5) Will be designated in writing by the JBC.

(6) Will submit his/her full name and contact telephone number to all commands with whom JBPHH has a MOU.

b. Observers:

(1) DH's, DO's and Tenant CO's/OIC's that have entered into a MOU with JBPHH will provide a male and/or female observer on a monthly rotational basis. Observers:

(a) Will be rotated monthly between the different departments, divisions and Tenant commands.

(b) Must have had no disciplinary action in the past 24 months.

(c) Must be an E5 or above.

(d) Should have at least six months remaining onboard before their Projected Rotation Date (PRD) or Enlisted Active Obligation Service (EAOS).

(e) Must be available during the entire testing.

(f) Will read and sign the Urinalysis Observer Briefing Sheet, enclosure (3), before serving as an observer.

(g) Will be briefed by the UPC prior to starting the collection.

(2) The UPC may perform the duties of observer as long as he/she maintains direct custody of all samples while observing.

6. Preparations for collections. Proper planning and preparation before testing is required. Prior to the start of collection, the UPC will:

a. Contact the respective work center providing observers for the month.

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b. Print-out the labels for the specimen bottle's ensuring they have the correct date, testing premise, unit identification code (UIC) and batch numbers.

c. Prepare the sample bottles by assigning a batch number for each box of twelve bottles.

d. Prepare the testing table by ensuring adequate supply of wide-mouth bottles and tamper resistant tape is available.

e. Familiarize observer with the testing area and ensure observer is briefed on his/her responsibilities.

f. Ensure observer reads and signs enclosure (3).

7. Procedures for Collection

a. The UPC will announce through email, on the test day, personnel to be tested.

b. The UPC will set up the testing site by posting the "head secured" signs and inspecting the heads for clutter, obstructions or any abnormal conditions.

c. All personnel identified for testing will provide a urine sample during the designated collection hours.

(1) Personnel providing samples ("provider") will report to the sample collection site as soon as possible. Upon entering the site the provider will present their Common Access Card (CAC) card. Personnel on restriction will present their restricted badges. Service members will be in the uniform of the day or civilian attire when authorized.

(2) The UPC will compare the identification picture with provider's face and ensure that the provider's SSN matches the SSN listed on the roster.

d. The UPC will ask the provider to choose a bottle from the box provided. Once the provider has obtained a bottle, the UPC will:

(1) Ensure provider's sleeves are rolled-up or blouse removed.

(2) Ask the provider to open the bottle and inspect it for any foreign matter present inside.

(3) Ensure provider does not blow into the bottle.

(4) Ask the provider if he/she is satisfied with the bottle.

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(a) If the provider is not satisfied, he/she will be instructed by the UPC to crush the bottle and choose another bottle until satisfied. The observer will witness this action.

(b) If the provider is satisfied, he/she will now be escorted by the observer.

e. The Observer will observe one provider at a time. The observer will escort the provider to the appropriate head area, ensuring that the bottle is in full view at all times. In addition, the observer will ensure the provider:

(1) Has no substance in their mouth.

(2) Has his/her sleeves rolled up, if wearing long sleeves.

(3) Is monitored at all times while in the head area and while urinating.

(4) Urine flows directly from the provider's body into the bottle.

(5) Places the cap tightly on the bottle and wipes the outside clean after a sample has been provided. If the UPC is performing the duties of observer, he/she may handle the bottle only after the provider places the cap tightly on and submits the bottle.

(6) If female, may urinate in a wide-mouth bottle or an unused cup and transfer to the specimen bottle, observer will:

(a) Observe the urine flow directly into the wide-mouth bottle or unused cup.

(b) Observe the provider transfer the urine to the specimen bottle and place the cap tightly on the specimen bottle.

(c) Observe the provider dispose of the wide-mouth bottle or cup, and deliver the specimen bottle directly to the UPC.

f. Those providers who cannot provide at least 30 milliliters of urine will return their partially filled or empty bottle to the UPC.

(1) The provider will remain in the vicinity of the testing site until he/she is able to provide the required amount.

(2) The same Observer will accompany the provider during subsequent trips to refill the partially filled bottle to the acceptable level.

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(3) For a returned empty specimen bottle, the UPC will order the provider to crush the bottle in view and discard it in the trashcan. A new specimen bottle will be issued to the provider.

g. The observer will remain with the provider until the bottle is returned to the UPC.

8. Custody of Specimen bottle

a. Upon return of the filled bottle to the UPC, the UPC will:

(1) Ask the observer in front of the provider:

(a) "Did you ever lose sight of the bottle?"

(b) "Did you witness the urine leaving the body and enter the bottle?"

(c) "Did you ever take possession of the bottle?"

(2) Ask the provider, "Is this your urine sample?"

(a) If the provider answers "no", UPC will discard filled bottle and issue the provider a new bottle.

(b) If the provider answers "yes", the UPC will have provider hold the bottle while verifying information on ledger.

(3) Ensure provider verifies information on label.

(4) Have the provider initial next to "SM" in the space provided.

(5) Initial next to the letter "UPC" in the space provided.

(6) Take custody of the bottle:

(a) Feel the bottle for warmth.

(b) Check bottle cap for tightness.

(c) Place the label on the bottle.

(d) Place a tamper-resistant tape across the bottle.

(7) Place sample bottle in the packing box with the assigned batch number.

(8) Have provider verify, complete and sign the ledger. In addition, the UPC will:

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(a) Ask provider, "Are you on any medication prescribed by a military doctor?"

(b) Write in the remarks section, of ledger "medical" or "dental" as appropriate if an affirmative answer is given by the provider.

(c) Contact the SJA office if provider admits to illegal drug.

(9) Ensure the observer verifies the ledger, after the provider signs the appropriate space, the observer will:

(a) Verify that the provider is the individual named on the ledger.

(b) Print and sign his/her name in the appropriate space on the ledger.

(10) If provider refuses to sign, the verification will be accomplished by the observer and the witnessed by the UPC.

b. Upon completing the information on the ledger, the UPC will:

(1) Return the provider's identification.

(2) Secure the provider from the urinalysis test site and return him/her to normal duties.

(3) Retain the observer to observe the next provider.

9. Transporting of specimen bottle

a. The UPC will maintain positive control of the urine specimens until they are hand carried to the Drug Testing Laboratory at Tripler Army Medical Center.

b. The original packaging box, in which empty specimen bottles are received, will be used to take the bottles to the lab for testing. The UPC will:

(1) Verify information on the Specimen Custody Document, by comparing with the information on the ledger.

(2) Date and sign the Specimen Custody Document and indicate mode of shipment.

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(3) Make two photocopies of the completed Specimen Custody Document. Retain one copy on file and place the other copy in the packaging box.

(4) Seal the box using pressure tape.

(5) Sign and date the top and bottom of the box using a black marker pen.

(6) Place the original custody document inside a packaging list envelope and affix it to the top of the box.

(7) Stamp top of box with: "CLINICAL URINE SPECIMEN."

(8) Deliver the box to the Drug Testing Laboratory at Tripler Army Medical Center.

10. Disposition of Personnel Rosters

a. The UPC will annotate the urinalysis personnel rosters with either: LV, SIQ, TAD, or S/L next to individuals with an excused absence, and their names will be lined out together with all the personnel that provided their sample.

b. Personnel whose names are not lined-out are the individuals who failed to report for testing.

(1) These personnel will be considered no-shows and their names will be submitted to the CSO for appropriate disciplinary action.

(2) Upon review of the circumstances involving the no-show, the CSO will either:

(a) Issue a warning to the unexcused individual, at which time enclosure (4) will be prepared by the UPC for the CSO's signature. The memorandum will be delivered to the respective DH for appropriate action.

(b) Initiate disciplinary action on the individual without a valid excuse as appropriate and have him/her provide a urine sample.

c. Personnel who refuse to submit to urinalysis will be subjected to the UCMJ for violation of a lawful order (Article 92).

11. Results of Urinalysis Testing. Results of batch testing will be forwarded to the UPC from the Drug Testing Laboratory by email. The UPC will file a copy of the results and a copy of the personnel roster for the testing date.

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12. Reporting Requirements. DAPA and UPC will compile statistics and provide reports on urinalysis testing as follows:

a. DAPA will submit a DAAR within 30 days of a positive notification.

b. The UPC will provide a history of urinalysis testing upon request by the JBC or CSO.

13. Procedures for Positive Urinalysis Results

a. Positive urinalysis results will be immediately reported to the Staff Judge Advocate (SJA). Immediate action is necessary to preclude further degradation of possible controlled substances in the system due to the passage of time. The SJA will advise the command if an immediate probable cause urinalysis should be ordered. The SJA will further advise whether additional investigation or the appointment of a Preliminary Inquiry Officer is recommended.

b. The Staff Judge Advocate will make a recommendation to the command as to whether the positive urinalysis result was caused by administrative errors (e.g., faulty local chain of custody, evidence of tampering) or if the alleged drug use was not wrongful (e.g., prescribed medication, unknowing ingestion).

(1) When a determination is made that the result was caused by administrative errors or that the use was not wrongful, the following offices shall be notified, via official correspondence, with the circumstances that warranted such determination:

a. Office of Chief of Naval Operations (OPNAV);

b. Personal Readiness and Community Support Branch (OPNAV-N135); and,

c. Commander, Navy Region Hawaii.

(2) Pursuant to reference (a), when a determination is made that a positive urinalysis result was not caused by administrative errors or that the drug use was wrongful, the member shall be processed for administrative separation.

14. Related Urinalysis Program Procedures. While this instruction deals primarily with random urinalysis sampling, there are several other situations where collection of samples are justified or required.

a. Reference (b) provides specific details for testing premise/authorization for each instance where the following types of tests are conducted:

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(1) Search or Seizure. Enclosure (5) will be completed for consent testing.

(2) Inspection.

(3) Medical Examination.

(4) Fitness for Duty.

(5) Other Service Directed.

b. In addition, the unit sweep (IU) testing premise will be used for the following circumstances:

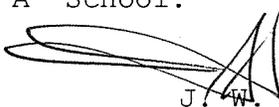
(1) Unauthorized Absentees.

(a) All JBPHH Navy personnel who voluntarily or involuntarily report back to there work center after an unauthorized absences (UA), 24 hours and greater.

(b) All Navy personnel attached to commands or units other than JBPHH who surrender or are apprehended and turned-in to "Transient Personnel Unit" from a UA status.

(2) No-shows. All JBPHH personnel who fail to report for urinalysis sampling on date and time specified without a valid excuse.

(3) Rate Conversion. As required by MILPERSMAN, all JBPHH personnel with orders to "A" School.


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SAMPLE

**MEMORANDUM OF UNDERSTANDING
between
COMMANDER, JOINT BASE PEARL HARBOR-HICKAM
and
OFFICER IN CHARGE, DEFENSE MEDIA CENTER**

Subj: URINALYSIS OF DEFENSE MEDIA CENTER ACTIVE DUTY
PERSONNEL

Ref: (a) SECNAVINST 5300.28D
(b) OPNAVINST 5350.4D
(c) JBPHH 5355.4

1. In accordance with reference (a) through (c), the following Memorandum of Understanding (MOU) has been developed jointly between Commander, Joint Base Pearl Harbor-Hickam (JBPHH) and Officer in Charge, Defense Media Activity (DMA) regarding JBPHH conducting urinalysis on DMA active Duty personnel.

2. This MOU delineates specific responsibilities for both JBPHH and DMA.

3. The following specifies responsibilities for both JBPHH and DMA.

	<u>JBPHH will</u>	<u>DMA will</u>
A.	Select personnel as per reference (c) paragraph 4.a.2.	
B.	Notify OIC of DMA or designated Officer/LCPO of personnel and time of testing.	Provide list of names of personnel and notify selected personnel of testing.
C.	Provide supplies for testing and transporting of samples.	
D.	Provide copies of ledger and urine custody form for positive sample.	Request copies of ledger and urine custody form for positive sample.

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- E. Conduct unit sweep (IU) or any testing requested by OIC of DMA. Request when necessary, JBPHH conduct unit sweep or any other testing required.
- F. Request an observer, male or Female E-5 or above, with at least six months remaining aboard and no disciplinary action in past 24 months. Provide an observer, male or female, E-5 or above, with at least six months remaining and no disciplinary action in past 24 months.
4. No additional manpower or funding resource required.
5. This Memorandum of Understanding becomes effective on DD MONTH YEAR and shall remain in effect until terminated by either party.

I. M. CAPTAIN
Captain, U.S. Navy
Commander
Joint Base Pearl Harbor-Hickam

J. B. DOE
Lieutenant, U.S. Navy
Officer-in-Charge
Defense Media Center

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URINALYSIS PROGRAM COORDINATOR QUALIFICATION

NAME: _____
RATE: _____
SSN: _____

START DATE: _____ END DATE: _____

Ref: (a) OPNAVINST 5350.4D
(b) JBPHH 5355.1

1. The Urinalysis Program Coordinator must have a thorough understanding as outlined in references (a) and (b). A discussion of information covered in both references will be held with the incumbent coordinator. Topics to be discussed with the trainee:

- a. Testing Premise Initials.
- b. Collection
- c. Verification
- d. Marking and Packaging
- e. Custody requirements

UPC's signature Date

1. The trainee will stand three days under instruction as coordinator during random collection and will be observed during collection, packaging and transporting.

UPC's signature Date

UPC's signature Date

UPC's signature Date

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1. Individual has been interviewed and screened and is approved/not approved for assignment as Urinalysis Program Coordinator.

DAPA's signature

Date

CERTIFICATION AS URINALYSIS PROGRAM COORDINATOR

The above named individual has completed all requirements for qualification as Urinalysis Program Coordinator.

UPC's signature

Date

Reviewed:

Chief Staff Officer

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URINALYSIS OBSERVER BRIEFING SHEET

I, _____ (Name/Rate/Last 4) have been designated as a urinalysis observer.

Your responsibilities as Urinalysis Observer are set forth in the OPNAVINST 5350.4 series and reemphasized below to ensure every sample is provided under the direct observation of a member of the same gender.

1. The observer Observer's Initials
 Shall:

Never lose sight of the sample bottle once the member takes possession of the sample bottle.	
Never take possession of the sample bottle.	
Watch as the urine leaves the body and enters the bottle.	
MALE observers, stand at a 90 degree angle.	MALES ONLY
FEMALE observers stand in front of the open stall door.	FEMALES ONLY
FEMALE observers must observe members transferring urine from the wide mouth bottle into the standard urine sample bottle.	FEMALES ONLY
Observe member tightening the sample bottle cap.	
Ensure 30ml is provided.	
Sign the urinalysis ledger, certifying the specimen bottle contains urine provided by the member and has not been tampered with.	
Be vigilant in these assigned tasks, keeping in mind, I may be required to testify at an administrative board or court-martial proceeding.	

My signature below certifies that I understand and will comply with the above requirements.

Observer Signature		UPC Signature	
Date		Date	

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FAILURE TO PROVIDE

MEMORANDUM

Date: _____

From: Chief Staff Officer, Joint Base Pearl Harbor-Hickam
To: _____ Name/Rate
Via: _____ Division Officer

Subj: FAILURE TO PROVIDE URINE SAMPLE

1. On _____, you were listed as a "no-show" for random urinalysis testing. Review of the circumstances involved in your "no-show" indicates that disciplinary action is not appropriate in this case. However, you are advised that future failure to provide a urine sample for no valid reason will result in disciplinary action.

CSO Signature

Date: _____

FIRST ENDORSEMENT

From: _____ Name/Rate
To: Chief Staff Officer, Joint Base Pearl Harbor-Hickam
Via: _____ Division Officer

1. I understand that I failed to provide a urine sample on _____. I further understand that any future "no-show" can result in disciplinary action taken against me.

Member Signature

Copy to:
Urinalysis Program Coordinator

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CONSENT TO URINALYSIS TESTING

I, _____, have been
(Full Name, Rate, SSN)
advised of my right to not consent to a urinalysis, which
is regarded as a search.

I hereby authorize _____ who has been
(Name, Rate)

Identified to me as a member of _____,
(Organization)

to obtain a urinalysis sample from me. I authorize the
above listed personnel to take the urinalysis sample and
have it tested for the presence of illegal substances. I
understand the results of this sample testing may be used
against me as evidence in a non-judicial or judicial
proceeding. This urinalysis sample was taken _____.
(Date)

I am giving written permission to the above named personnel
voluntarily and without threats or promises of any kind.

(Signature/Date)

Witnesses:

(Print and Signature)

(Print and Signature)