



DEPARTMENT OF THE NAVY  
COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 5350.1E  
N02  
24 Jan 13

COMTRAWINGFIVE INSTRUCTION 5350.1E

From: Commander, Training Air Wing FIVE

Subj: TRAINING AIR WING FIVE URINALYSIS TESTING PROGRAM

Ref: (a) OPNAVINST 5350.4D  
(b) DoDINST 1010.16  
(c) DoD Directive 1010.4  
(d) Urinalysis Program Coordinator (UPC) Handbook  
(e) DoD Drug Testing Program (DTP) User's Manual, Version IPF 5.2  
(f) NATRACOM Approved Monthly Testing Quota Waiver

Encl: (1) Sample Command Urinalysis Program Coordinator Appointment Letter  
(2) Sample Unit Urinalysis Program Coordinator Appointment Letter  
(3) Statement of Understanding for Urinalysis Observers  
(4) Sample Authorized/Unauthorized Absence from Urinalysis Testing Memorandum  
(5) Sample Missed Monthly Urinalysis Memorandum  
(6) Sample Request for Unit Sweep Authorization Memorandum  
(7) Sample Urinalysis Testing Notification Memorandum  
(8) Use of Drug Urinalysis Results

1. Purpose. To promulgate Command specific guidance for implementation of the Navy Drug Screening Program (NDSP) for Training Air Wing (TRAWING) FIVE's Urinalysis Testing Program per references (a) through (f). Enclosures (1) through (8) will be utilized in support of this program.

2. Cancellation. COMTRAWINGFIVEINST 5350.1D.

3. Applicability. The provisions of this instruction apply to all active duty and reserve U.S. military personnel permanently and/or temporarily assigned to TRAWING FIVE. Squadrons within TRAWING FIVE will establish and implement their own urinalysis instruction per reference (a) and this instruction.

4. Background. The Navy's Zero Tolerance policy prohibits illegal use, possession, and/or trafficking of drugs or associated paraphernalia. References (a) through (f) provide specific guidance for establishing and conducting a comprehensive drug/alcohol abuse program. They also present procedural guidance, assign responsibilities, and provide guidelines for coordination of the program's policies.

5. Policy. TRAWING FIVE's drug policy is in accordance with the Navy's "zero tolerance" guidelines on drug use/abuse by military personnel. Drug use/abuse is inconsistent with Navy initiatives to promote personal excellence and sustain good order and discipline. Drug use/abuse can seriously damage physical and mental health, jeopardize personal safety and the safety of others, and can lead to criminal prosecution and discharge under "less than honorable conditions." All military personnel assigned to TRAWING FIVE are subject to the terms and conditions outlined below:

a. TRAWING FIVE will use the Navy Drug Screening Program (NDSP) to generate random urinalysis testing lists. If necessary, should NDSP be unavailable or inoperable, the random selection of a number or numbers between 0 and 9 will be drawn from a container, which will correspond to the last number of individual social security numbers, and will be used to determine who will be subjected to testing on any given day (unless a waiver is granted by Echelon 2 Commander). No less than 20 percent and no more than 40 percent of the intended testing population will be selected through a minimum of 2 random tests per month per reference (f). The 20 percent total can also be derived from the mandatory testing of new check-ins. Under the Unit Sweep (IU) premise, 40 percent may be exceeded if a unit sweep is conducted.

b. Officers, Chief Petty Officers, and all Petty Officers, by virtue of their rank, must lead by example. Any drug abuse by these persons will be viewed as a grievous failure to meet Navy standards.

c. All personnel onboard TRAWING FIVE are fully accountable for their personal activities related to drug abuse and are responsible for immediately reporting known or suspected incidents of drug abuse to their immediate supervisor, Commanding Officer, or the Naval Criminal Investigative Service.

6. Objectives. The objectives of the urinalysis testing program are to detect and to deter drug use/abuse.

7. Types and Authorized use of Urinalysis. Subject to the limitations contained in reference (a), urinalysis results may be used to refer a military member to a treatment or rehabilitation program, to take appropriate disciplinary action, and/or to establish the basis for separation and characterization of discharge in separation proceedings per reference (a). The results of mandatory urinalysis may be used in other administrative determinations, except as otherwise limited in reference (a), or under rules issued by the Secretary of the Navy (see enclosure 8).

a. Random Urinalysis. Per reference (f), random urinalysis will be conducted 2 times a month to include not more than 40 percent and not less than 20 percent of assigned staff personnel. Random sampling can come from any identifiable section of a unit. For example: all persons reporting in the last month, all Officers, all Chiefs, a Division, etc. Per reference (a), random urinalysis will be conducted a minimum of 4

times per month on TRAWING FIVE Student UIC 44988 to include not more than 40 percent and not less than 20 percent of assigned student personnel.

b. Members Consent. Members suspected of unlawful drug use may be requested to consent to urinalysis. Member should be advised that they do not have to consent. Consent should be obtained in writing. UCMJ warnings are not required provided no further questioning regarding the matter takes place.

c. Unit Sweeps. An entire unit or any identifiable segment of a unit is subjected to urinalysis testing. While IUs are no longer required, the command must ensure all personnel are tested in the fiscal year. If not selected randomly, members not tested shall be tested under the IU premise prior to the end of the fiscal year. Five unit sweeps per year may be conducted at the discretion of Commander, Training Air Wing FIVE.

(1) At the discretion of the Commanding Officer, individual squadrons may conduct unit sweeps of their student pool, UIC 44988.

d. Command Directed Urinalysis. Command directed urinalysis must be ordered by the Commander, Training Air Wing FIVE whenever a member's behavior gives rise to reasonable suspicion of drug use/abuse. Reasonable suspicion will frequently be generated by a member's involvement in one or more of, but not limited to, the following:

(1) Serious accidents or incidents in which government property or equipment is damaged, safety precautions are violated, or unusually careless acts are performed.

(2) Motor vehicle offense involving excessive speed, reckless driving, or driving under the influence of alcohol.

(3) Accidents/incidents in which there is serious personal injury.

(4) Bizarre, insubordinate or otherwise irregular behavior.

(5) Fights, assaults, or similar confrontations.

(6) Incidents involving repeated or serious breaches of discipline.

e. Probable Cause Urinalysis. The Commander, Training Air Wing FIVE must order probable cause urinalysis testing. Probable cause is a reasonable belief that evidence of a crime will be located in the place or on the person to be searched. For example, the presence of drugs or drug paraphernalia on a person or in a person's personal locker or car would constitute probable cause to believe the individual has been using drugs. In any case, consultation with a Judge Advocate on the issue of probable cause is strongly encouraged.

8. Reporting. All personnel reporting to TRAWING FIVE under Permanent Change of Station (PCS) or Temporary Additional Duty (TAD) assignment,

regardless of rank/rate, will report to the Command Urinalysis Coordinator as part of the check-in process. All new personnel, to include students in the "pool," shall be tested within 72 hours under the IU premise. This testing can count towards the Command's required 20 percent but, it does not replace the need for random testing of permanently assigned personnel.

## 9. Action

### a. The Commander, Training Air Wing FIVE shall:

(1) Designate, in writing, a full-time Command Urinalysis Program Coordinator (CUPC). The CUPC selected may either be a civil service employee or a military member GS-6/E-7 or above with no prior disciplinary record (an E-6/GS-5 may be assigned if there are no higher ranking personnel available). The primary duty of the CUPC shall be to administer the Command Urinalysis Program (CUP). At the time of appointment, the CUPC must have at least one year remaining on his or her tour at TRAWING FIVE. An incoming CUPC should be appointed no later than 60 days before an outgoing CUPC departs the command to ensure a proper turnover, and to ensure the availability of the outgoing CUPC to testify in any proceedings made necessary by positive urine sample results. Enclosure (1) is a sample appointment letter for the CUPC.

(2) Designate, in writing, a full time Assistant Command Urinalysis Program Coordinator (ACUPC). The ACUPC selected may either be a civil service employee or a military member, GS-5/E-6 or above with no prior disciplinary record (an E-5/GS-4 may be assigned if there are no higher ranking personnel available). At the time of appointment, the ACUPC must have at least one year remaining on his or her tour at TRAWING FIVE. An incoming ACUPC should be appointed no later than 60 days before an outgoing ACUPC departs the command to ensure a proper turnover and to ensure the availability of the outgoing ACUPC to testify in any proceedings made necessary by positive urine sample results. Enclosure (1) is a sample appointment letter for the ACUPC.

### b. The TRAWING FIVE Chief Staff Officer shall:

(1) Ensure all aspects of the Command Urinalysis Program are given priority treatment by all members of the command.

(2) Schedule random selection urinalysis inspections for the command or any identifiable segment of the command with the CUPC.

### c. TRAWING FIVE Department Heads and Special Assistants shall:

(1) Be thoroughly familiar with this instruction, references (a) through (f), and all related enclosures.

(2) Order all newly reporting permanent or temporary personnel assigned to the department, regardless of rank/rate, to report to the CUPC.

(3) After receiving notification of persons selected for participation in monthly random selection, required unit sweeps, or sub-unit sweeps:

(a) Ensure notification of testing requirements for their personnel is made promptly.

(b) Ensure notification is made as early in the morning as possible on the date of the screening.

(c) Clearly advise the individual of the time and test location.

(d) Direct personnel to report immediately to the test site.

d. All TRAWING FIVE Squadron CO's shall:

(1) Establish and implement a urinalysis program for their command per reference (a) and this instruction. Ensure senior members of the chain of command are familiar with this instruction, references (a) through (f), and all related enclosures. Enclosure (6) is a sample of a Unit Sweep Authorization Memorandum. Enclosure (7) is a sample of a Urinalysis Testing Notification Memorandum.

(2) Designate, in writing, a Unit/Squadron Urinalysis Program Coordinator (UUPC) who meets the criteria outlined in paragraph 9i below.

(3) Ensure all Squadron Command Duty Officers/Squadron Duty Officers are aware that ONLY Squadron COs may order a probable cause urinalysis.

(4) Ensure all personnel selected for random and unit sweep testing report immediately to the CUPC on the date and time arranged.

(5) Ensure the establishment and control of a secure area for conducting urinalysis testing.

(6) Have the UUPC account for, in writing, any person not present for testing, including the reason, to the CUPC. Personnel are considered excused from monthly random selection, unit sweeps, and sub-unit sweeps only if they are on previously approved leave, previously approved liberty, previously approved crew rest, previously approved off-station TAD, or designated as sick in quarters.

(7) Ensure squadron personnel selected report at the time and the location specified.

(a) In addition to the conditions listed above, squadron student personnel on station TAD for simulation training or ground school training are NOT considered authorized absence from urinalysis testing.

(b) Squadron staff and students in a "flying" status will make every effort to report for urinalysis during the designated hours on the testing day. Authorized absence will be at the discretion of the CO via the UUPC.

e. The TRAWING FIVE Administrative Officer shall:

(1) Ensure all newly reporting and/or detaching military personnel onboard TRAWING FIVE are given a check-in/out sheet and directed to report as soon as possible to the TRAWING FIVE CUPC.

(2) Provide a list of newly reported personnel to the CUPC bi-weekly for verification of check-in.

(3) Provide the CUPC with a monthly updated command personnel roster reflecting interdepartmental, TAD, and PCS transfers.

f. The TRAWING FIVE Squadron CUPC and Squadron UUPC shall:

(1) Be a civil service employee or an E-6 or above.

(2) Have had no NJP, Courts-martial, or civilian convictions within the last 24 months, and no drug or alcohol related NJP/legal involvement in the last 36 months.

(3) Not be assigned DAPA duties.

(4) Be designated in writing by their respective commands.

g. Urinalysis observers of TRAWING FIVE and squadrons shall:

(1) Be a civil service employee or an E-5 or above (a responsible E-4 may be assigned if it is impracticable to assign an E-5).

(2) Have had no NJP, Courts-martial, or civilian convictions within the last 24 months, and no drug or alcohol related NJP/legal involvement in the last 36 months.

(3) Read and sign enclosure (3) prior to performing urinalysis observer duties.

(4) Be verbally briefed by the CUPC prior to assuming their duties and responsibilities.

(5) Be the same sex as the member providing the urine sample.

h. The TRAWING FIVE CUPC shall:

(1) Serve as the advisor to the Commander, Training Air Wing FIVE on all matters relating to urinalysis testing, including testing

methodology, collection, and transportation of samples to the Navy Drug Screening Lab, Jacksonville, FL.

(2) Be thoroughly familiar with this instruction, references (a) through (f), and all related enclosures.

(3) Ensure that TRAWING FIVE Urinalysis Program is in compliance with references (a) through (f).

(4) Ensure that the database of alpha rosters from which names are selected for testing is updated at least bi-monthly.

(5) Maintain the integrity and security over the alpha rosters, the database, and the testing samples during collection and storage.

(6) Properly document and maintain the chain of custody over all urine samples provided.

(7) Provide proper documentation of all testing procedures.

(8) Account for, in writing, to the Commander, Training Air Wing FIVE, all persons determined to be an unauthorized absence from, and not properly accounted for during, urinalysis testing. Enclosure (4) is a sample of the Unauthorized Absence from Urinalysis Testing Memorandum.

(9) Ensure that monthly quotas for urine sample submissions are not more than 40 percent and not less than 20 percent of the command population through a minimum of 2 random tests per month as well as mandatory testing of all new check-ins within 72 hours.

(10) Ensure that all students reporting to TRAWING Five UIC 44988 receive a reporting urinalysis within 72 hours of check-in, and remain in the "pooled students" random testing pool until reported to a squadron.

(11) Ensure that each squadron tests no more than 40 percent and not less than 20 percent of their student population each month, with a minimum of one random urinalysis.

(12) Ensure that all UUPC and urinalysis observers meet the requirements set forth in this instruction.

(13) Ensure that observers read and sign enclosure (3) and are properly briefed prior to performing their duties.

(14) Use the NDSP to select personnel to participate in monthly random selections, yearly unit sweeps, or sub-unit sweeps. Dates will be electronically and randomly selected by NDSP.

(15) Notify Department Heads and OICs of personnel selected for participation on the morning of the screening date.

(a) Notify as early in the morning on the screening date as it is practicable.

(b) Clearly advise individuals of the time and location of testing.

(c) Inform all personnel who report for testing that they shall remain at the test site until a sample is provided.

(14) Conduct service-directed testing, evaluation testing, physician directed testing, and safety investigation testing as directed by proper authority per references (a) through (f).

(15) Maintain all administrative records for a minimum of two years.

i. The Squadron UUPCs shall:

(1) Serve as the advisor to their respective COs of their units on all matters relating to urinalysis testing.

(2) Have a thorough understanding of this instruction, references (a) through (f), and all related enclosures.

(3) Provide one male and one female urinalysis observer on the testing day.

(4) Notify and ensure full participation of individuals selected for urinalysis testing.

(5) Account for, in writing, to the respective CO, persons determined to be an unauthorized absence from, and not properly accounted for during, urinalysis testing. Enclosure (4) is a sample of the Authorized/Unauthorized Absence from Urinalysis Testing Memorandum.

(6) Prepare, verify, and submit the required authorized or unauthorized absence memorandum in a timely manner.

(7) Ensure that the database of alpha rosters from which names are selected for testing is updated at least bi-monthly, for both the staff UIC and the student UIC, 44988.

(8) Ensure that no more than 40 percent and not less than 20 percent of the squadron student population is tested each month under the UIC 44988, with a minimum of one random urinalysis.

(9) Provide the CUPC a monthly update with the number of tests conducted and personnel tested for both the staff UIC and the student UIC, 44988.

j. All supervisors shall:

(1) Ensure timely participation of selected participants in their charge, regardless of the work center's schedule.

(2) Ensure personnel on night shifts are not informed of their scheduled participation until they report to work, at which time they should be directed to report immediately to the test site.

(3) Inform their personnel that anyone who reports at the last minute and cannot provide a sample will be considered a "late-show" and their names (along with no-shows) will be submitted to the command for appropriate disciplinary action.

#### 10. Urinalysis Testing Attendance

a. Once notified, TRAWING FIVE personnel shall report to the designated testing area, during the designated hours, on the designated day, and comply with all testing requirements.

b. At the test site, the individual will present a valid military identification (ID) card to the testing authority. The ID card will remain in the custody of the testing authority until the individual provides the required urine sample.

c. Failure to comply with an order to report for testing will result in administrative and/or disciplinary action against the individual and/or the supervisor.

#### 11. Positive Test Samples

a. When a service member, assigned to or performing duties where the health or safety of others may be endangered due to the effects of marijuana, narcotics, or other controlled substances, tests positive, the individual shall be relieved immediately of all safety-critical duties. Only the Commander, Training Air Wing FIVE may grant exceptions to this rule. This authority may not be delegated.

b. The TRAWING FIVE CUPC shall:

(1) Forward, in writing, a memorandum, via the Legal Officer and the Chief Staff Officer, to the Commander, Training Air Wing FIVE informing the command of a positive test sample.

(2) Provide all requested, required documentation regarding the positive sample to the Command Investigator.

(3) Request litigation package or summary package at direction of the Staff Judge Advocate.

c. The TRAWING FIVE Command Investigator shall:

(1) Forward, in writing, a memorandum, via the Legal Officer and Chief Staff Officer, to the Commander, Training Air Wing FIVE confirming the positive test.

(2) Provide all required documentation regarding the positive sample to the Legal Officer.

(3) Conduct an investigation into the facts surrounding the positive test.

d. The TRAWING FIVE Legal Officer shall forward the completed investigation package to the Staff Judge Advocate.

e. The NASWF Judge Advocate shall:

(1) Review the investigation and forward a report chit to the service member's chain of command for recommendations and chop.

(2) Place the service member on legal hold status pending the outcome of the case.

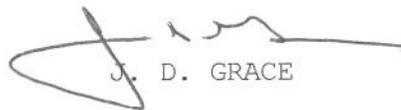
## 12. Missed Monthly Urinalysis

a. All military personnel assigned to TRAWING FIVE are required to participate in monthly, random urinalysis of not more than 20 percent of their personnel.

b. However, due to the unique logistic circumstances faced by TRAWING FIVE, situations arise that may make monthly testing impractical. If such a situation arises, the CUPC will submit, in writing, a memorandum to the Commander, Training Air Wing FIVE explaining the reason(s) for the missed monthly urinalysis. Enclosure (5) is an example of a Missed Monthly Urinalysis Memorandum.

c. If possible, the missed urinalysis will be rescheduled within the testing month.

d. Missed Monthly Urinalysis Memorandums will be maintained for a minimum of two years.

  
J. D. GRACE

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
List II

**SAMPLE COMMAND URINALYSIS PROGRAM COORDINATOR APPOINTMENT LETTER**

5350  
Ser 00/

From: Commander, Training Air Wing FIVE  
To: LT Matt S. Smith, USNR, 111-22-3333

Subj: DESIGNATION LETTER AS (ASSISTANT) COMMAND URINALYSIS PROGRAM  
COORDINATOR

Ref: (a) OPNAVINST 5350.4D  
(b) COMTRAWINGFIVEINST 5350.1D

1. Per reference (a), you are designated as the primary/assistant Command Urinalysis Program Coordinator for Training Air Wing FIVE.
2. You are directed to familiarize yourself with the provisions of references (a) and (b).
3. This letter supersedes all previous Urinalysis Coordinator designation letters.

Commodore's signature line

Copy to:  
Legal Officer  
Service Record (Enlisted Personnel Only)

Enclosure (1)

**SAMPLE UNIT URINALYSIS PROGRAM COORDINATOR APPOINTMENT LETTER**

5350  
Ser 00/

From: Commanding Officer, (Squadron)  
To: LT Matt S. Smith, USN, 111-22-3333

Subj: DESIGNATION LETTER AS (ASSISTANT) UNIT URINALYSIS PROGRAM  
COORDINATOR

Ref: (a) OPNAVINST 5350.4D  
(b) COMTRAWINGFIVEINST 5350.1D

1. Per reference (a), you are designated as the primary/assistant Unit Urinalysis Program Coordinator for (Squadron).
2. You are directed to familiarize yourself with the provisions of references (a) and (b).
3. This letter supersedes all previous Urinalysis Coordinator designation letters.

Commodore's signature line

Copy to:  
CTW-5 CUPC  
Service Record (Enlisted Personnel Only)

Enclosure (2)

**STATEMENT OF UNDERSTANDING FOR URINALYSIS OBSERVERS**

Ref: (a) OPNAVINST 5350.1D CH-1

Your responsibilities as Urinalysis Observer are set forth in the OPNAVINST 5350.1D CH-1 and reemphasized below to ensure every urinalysis sample is provided under DIRECT Observation of a member of the sam gender.

- |   |                      |
|---|----------------------|
| 1. I as an observer will:   | Observer<br>Initials |
| a. Never lose sight of the sample bottle once the member takes possession of the sample bottle. | _____                |
| b. Never take possession of the sample bottle.  | _____                |
| c. Observe the urine leave the body and enter the sample bottle.                                | _____                |
| d. For Male observers: Stand at a 90 degree angle.  | _____                |
| e. Female observers:  |                      |
| (1) Stand in front of the open stall door.  | _____                |
| (2) Observe members transfer urine from wide-mouth bottle into standard urine sample bottle.    | _____                |
| (3) Observe member tightening bottle cap.   | _____                |

The observer will sign the urinalysis ledger, certifying that the specimen bottle contains urine provided by the member and that it was not contaminated or altered in any way. The observer SHALL NOT handle the specimen bottle.

Failure to follow the above requirements may result in the observer being punished as directed by the Commanding Officer.

**I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS:**

\_\_\_\_\_  
(PRINT - LAST NAME, FIRST, MI) (SSN)

\_\_\_\_\_  
OBSERVER'S SIGNATURE DATE

\_\_\_\_\_  
WITNESS SIGNATURE (URINALYSIS PROGRAM COORDINATOR) DATE

**SAMPLE AUTHORIZED/UNAUTHORIZED ABSENCE  
FROM URINALYSIS TESTING MEMORANDUM**

Date

## MEMORANDUM

From: Urinalysis Program Coordinator, Command Name  
To: Commander, Training Air Wing FIVE

Subj: AUTHORIZED/UNAUTHORIZED ABSENCE FROM URINALYSIS TESTING

Ref: (a) COMTRAWINGFIVEINST 5350.1D

1. Per reference (a), personnel listed below were selected and were either designated as an authorized absentee or failed to report for urinalysis testing on (DD/MM/YY).

a. The following personnel have been designated as an authorized absentee by (Rank Name of Unit/Squadron CO/OIC).

<u>Name</u>	<u>Rank/Rate</u>	<u>SSN</u>	<u>Reason</u>
Joe Navy	BT1	123-45-6789	leave

b. The following personnel have been designated as an unauthorized absentee by (Rank Name of Unit/Squadron CO/OIC).

<u>Name</u>	<u>Rank/Rate</u>	<u>SSN</u>
Sue Navy	AC2	111-11-1111

2. Urinalysis collection was from 0800-1500.

3. If you have any questions, please call Lieutenant Smith at 623-7650.

Very respectfully,

M. S. SMITH  
LT USNR

Copy to:  
File

Enclosure (4)

**SAMPLE MISSED MONTHLY URINALYSIS MEMORANDUM**

Date

MEMORANDUM

From: Command Urinalysis Coordinator, Training Air Wing FIVE (or Squadron)

To: Commander, Training Air Wing FIVE

Subj: MISSED MONTHLY URINALYSIS

1. The required monthly Urinalysis Testing for TRAWING FIVE was cancelled due to:

Base Closure: \_\_\_  
Dangerous Weather Conditions: \_\_\_  
Computer Problems: \_\_\_

2. Other:

3. It was rescheduled for \_\_\_\_\_.

4. Any questions regarding this matter should be forwarded to Lieutenant Smith, at 623-7650.

Very respectfully,

M. S. SMITH  
LT USNR

Copy:  
CTW-5 UPC  
File

Enclosure (5)

## SAMPLE REQUEST FOR UNIT SWEEP AUTHORIZATION MEMORANDUM

Date

## MEMORANDUM

From: Urinalysis Coordinator, Training Air Wing FIVE  
 To: Commander, Training Air Wing FIVE  
 Via: (1) Chief Staff Officer, Training Air Wing FIVE  
 (2) Security Officer, Naval Air Station, Whiting Field

Subj: REQUEST FOR UNIT SWEEP AUTHORIZATION

Ref: (a) OPNAVINST 5350.4D  
 (b) NASWFINST 5530.4C  
 (c) CNETINST 5355.3D

1. Per references (a) through (c), request authorization to conduct the annual unit sweep, at the Commander, Training Air Wing FIVE, Command Urinalysis Office, Bldg. 2944. The following information pertains:

- a. Date of request: **06 Nov 02**
- b. Desired unit sweep dates: **06 Nov 02**
- c. Approximate number of personnel to be tested: **ALL**
- d. Reason for requested unit sweep: **Required Annual**
- e. Remarks: Provide alternate date(s) if necessary: \_\_\_\_\_

2. After your acknowledgment, this listing will be kept on file, along with the testing register.

Very respectfully,

M. S. SMITH  
 LT USNR

Commanding Officer's approval: \_\_\_\_\_

**SAMPLE URINALYSIS TESTING NOTIFICATION MEMORANDUM**

Date

MEMORANDUM

From: Urinalysis Coordinator, Training Air Wing FIVE  
To: Commander, Training Air Wing FIVE

Subj: URINALYSIS TESTING NOTIFICATION

1. Request permission to conduct urinalysis testing on 27 August 2003 for Commander, Training Air Wing FIVE.
2. After permission has been granted, this letter will be kept on file, along with the testing register.

Very respectfully,

M. S. SMITH  
LT USNR

Commander's approval: \_\_\_\_\_