



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
HELTRARON TWENTY EIGHT
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MILTON, FL 32570-6101

IN REPLY REFER TO
HT-28INST 5350.1B
27 Mar 15

HELTRARON TWENTY-EIGHT INSTRUCTION 5350.1B

Subj: HELTRARON TWENTY-EIGHT URINALYSIS TESTING PROGRAM

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

1. Purpose. To promulgate command specific guidance and assign responsibilities for the Command Urinalysis Program.
2. Cancellation. HT-28INST 5350.1A
3. Background. Reference (a) defines objectives, criteria and procedures for the Command Urinalysis Testing Program. Reference (b) defines requirements specific to Training Air Wing FIVE.
4. Implementation. The Urinalysis Testing Program is a command responsibility. The program applies to all active duty and reserve U.S. military personnel.
5. Actions
 - a. The Commanding Officer shall execute the program per references (a) and (b), and take appropriate administrative or disciplinary action on positive results.
 - b. The Executive Officer shall administer the program.
 - c. The Unit Urinalysis Program Coordinator (UPC) shall:
 - (1) Manage the program in accordance with ref (a) and (b).
 - (2) Assign appropriate personnel to act as observers.
 - (3) Notify personnel to be tested.
 - (4) Oversee the testing process.
 - (5) Maintain records of personnel tested.
 - (6) Maintain records of personnel failing to test ("no-shows") for a minimum of two years.
 - (7) Maintain records of positive and negative test results for two years.

(8) Direct "no-show" personnel to the Executive Officer for possible administrative action.

(9) Direct positive personnel to the Executive Officer for action.

d. Command personnel shall report for testing when ordered.

6. Policy

a. Personnel will normally be selected for random testing using the Navy Drug Screening Program. Minimum required monthly personnel tested will be in accordance with references (a) and (b).

b. Personnel selected for urinalysis

(1) Shall be tested prior to departing the squadron spaces or flying. Exceptions shall be approved by the Unit UPC.

(2) Personnel selected for testing, and not required to be onboard NAS Whiting Field on the day of the test, shall be called in to provide a sample. Those personnel shall not be informed as to the reason why they are being recalled.

c. "No-show" personnel will be tested at the next scheduled urinalysis.

d. Positive test results will be received with "zero tolerance."



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