

URINALYSIS TEST PACKETS

Element number 0103 (Urinalysis Testing Packets) is considered a 'Critical Element' upon inspection (meaning that if a Test Packet is incomplete, unit is considered to be Non-Mission Capable).

Because of the numerous items included in the test packets, here is a breakdown of the items identified in the FA Checklist. These are the items that inspectors will be looking for during a CGIP.

1. Commanding Officer's 'IR' Directive Letter
2. DTP Format Roster (10% of names scrubbed From MOL/Alpha Roster)
3. Testing Register
4. Form(s) 2624 Chain of Custody Document
5. Urinalysis Brief Sheet
6. Personnel Failing to Report for 'IR' Urinalysis Roster
7. Testing Event Summary (Notification of Test Results)*
8. Addendum of Test Results (Identifying any positive results in particular from IFTDTL)

*Note- An event summary is crucial to have so that inspectors can identify your 'On Hand's Strength' (MOL) on the day of the inspection; otherwise the 10% will be identified from your overall End Strength.

THIS IS NOT A TEST PACKET REQUIREMENT/PROVIDED FOR ILLUSTRATION PURPOSES

2nd Battalion / 4th Marines Alpha Roster

Rank	Last Name	First Name	MI	DODID	Gender	Unit
MSgt	Banner	David	R	7189012849	M	H&S S-4
1stLt	Wright	Hovis		7189012856	M	Bravo 1st Plt
GySgt	Browne	James	H	5131540573	F	Alpha 2nd Plt
1stSgt	White	Tate	B	5131540580	M	Bravo 1st Plt
Sgt	Canute	Jose	T	4381731976	M	Bravo 1st Plt
Cpl	Allenison	Pina	M	4381731983	M	Alpha 3rd Plt
Sgt	Rdecker	Ronald	U	3213981212	M	H&S S-4 MT
LtCol	Jones	Patterson	K	3213981219	M	Alpha 1st Plt
GySgt	Highway	John	H	4202971371	M	Alpha Wpns Plt
Col	Robby	McNulty		4202971378	M	Charlie 1st Plt
Sgt	Kirk	James	D	3337040131	M	H&S S-4 MT
HM1	Brown	Nelson	O	3337040138	F	Alpha H&S
Cpl	Lawrence	Jason	K	2651615735	M	Charlie 1st Plt
Sgt	White	Johnson	W	2651615742	M	H&S S-6 Wire
Sgt	Moore	Don	I	4181119451	M	H&S S-6 Data
Capt	Baptiste	Wright	J	4181119458	M	H&S S-6 Comm
SSgt	Morton	Anderson	O	1559523419	M	Bravo 1st Plt
SSgt	Norris	Chuck	D	5941928876	M	H&S S-2
Cpl	Bess	Carls	A	5941928883	M	H&S S-4 MT
GySgt	Norris	Matthew	U	1420955264	M	H&S S-3
LtCol	O'Neil	Benson	R	1420955271	F	Charlie 2nd Plt
MSgt	Pina	Jones	U	1420955278	M	H&S S-4
Maj	Payne	Kevin	N	4351991969	M	H&S S-4 Supply
Pvt	Patterson	Robby		4351991976	M	H&S S-4 MT
MGySgt	Peters	Eric	J	4351991983	M	H&S S-4 Supply
LCpl	McNulty	Bess	K	4351991990	M	H&S S-4
GySgt	Raines	Carls	A	5478773981	M	Bravo 1st Plt
1stLt	Nelson	O'Neil	B	5478773988	F	Alpha 1st Plt
Capt	Meeks	Pina	A	5478773995	M	H&S S-6 Data
LCpl	Jones	Tim	F	5478774002	M	H&S S-6 Comm
MSgt	Pratt	Tom	S	5478774009	M	Bravo 1st Plt
1stLt	Benson	Tony	T	5478774016	M	H&S S-2
GySgt	Meeks	Sam	F	5478774023	M	H&S S-4 MT
1stSgt	Knudson	Greg	I	5478774030	M	H&S S-3
Sgt	Smith	Sally	F	5478774037	F	Charlie 2nd Plt
Cpl	Johnson	James	F	5478774044	M	H&S S-4
Sgt	Jorgenson	Larry	G	5478774051	M	H&S S-4 Supply
LtCol	Morgan	Chris	D	5478774058	M	H&S S-4 MT
GySgt	Quinn	John	H	5478774065	M	H&S S-4 Supply
Col	Kraft	Earl	D	5478774072	M	H&S S-4
Sgt	Cheney	Paul	L	5478774079	M	Bravo 1st Plt
HM1	Brady	Karen	Y	5478774086	F	Alpha 1st Plt

PLUS 300 MORE NAMES AND EDIPI'S AND THERE COMPANIES

CONTINUED



UNITED STATES MARINE CORPS
WEAPONS AND MARINES BATTALION
LEATHER HEAD, BOX 552123
CAMP PENDLETON, CA 92055-5181

5300
SACO
14 Dec 16

From: Commanding Officer
To: Substance Abuse Control Officer

Subj: URINALYSIS TESTING

Ref: (a) MCO 5300.17

1. You are directed to conduct an urinalysis test for Weapons and Marines Battalion in accordance with reference (a). The following coordination is provided:

- a. Date of test: 14 December 2016
- b. Time of test: 0800-1200
- c. Location of test: SACO Office
- d. Coordinator: GySgt Trades, Jack O.
- e. Number of Personnel to be tested: 10% of the current unit total strength.
- f. Testing Premise Code: IR

2. You will provide me with a list of Marines who fail to report or fail to provide a urine sample within the time allotted for the test. Failure to report or provide a urine sample without a valid reason may make the Marine subject to investigation and may result in administrative action as deemed appropriate.

3. You will establish and maintain appropriate records of this testing event in accordance with reference (a).

I. M. INCHARGE

Format Roster

DODID	Last Name	Frist Name	MI	Rank	Gender
1234598563	Johnson	William	A	LCpl	M
7189012849	Banner	David	R	MSgt	M
7189012856	Wright	Hovis		1stLt	M
5131540573	Browne	James	H	GySgt	F
5131540580	White	Tate	B	1stSgt	M
4381731976	Canute	Jose	T	Sgt	M
4381731983	Allenison	Pina	M	Cpl	M
3213981212	Rdecker	Ronald	U	Sgt	M
3213981219	Jones	Patterson	K	LtCol	M
4202971371	Highway	John	H	GySgt	M
4202971378	Robby	McNulty		Col	M
3337040131	Kirk	James	D	Sgt	M
3337040138	Brown	Nelson	O	HM1	F
2651615735	Lawrence	Jason	K	Cpl	M
2651615742	White	Johnson	W	Sgt	M
4181119451	Moore	Don	I	Sgt	M
4181119458	Baptiste	Wright	J	Capt	M
1559523419	Morton	Anderson	O	SSgt	M
5941928876	Norris	Chuck	D	SSgt	M
5941928883	Bess	Carls	A	Cpl	M
1420955264	Norris	Matthew	U	GySgt	M
1420955271	O'Neil	Benson	R	LtCol	F
1420955278	Pina	Jones	U	MSgt	M
4351991969	Payne	Kevin	N	Maj	M
4351991976	Patterson	Robby		Pvt	M
4351991983	Peters	Eric	J	Sgt	M
4351991990	McNulty	Bess	K	LCpl	M
5478773981	Raines	Carls	A	GySgt	M
5478773988	Nelson	O'Neil	B	1stLt	F
5478773995	Meeks	Pina	A	Capt	M

Drug Testing Program
Testing Register

03/02/2015 1:42:19 AM

IR

Date of Collection TAM/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
0800 03/02/2015	Batch: Spec: 0001 001	MSGT BANNER, DAVID R. 7189312849 <i>David Banner</i>	IR	IVAN HARR <i>Ivan Harr</i>	
0805 03/02/2015	Batch: Spec: 0001 002	GYSG BROWNE, JAMES H. 5131540573 <i>James Browne</i>	IR	DAVID JONES <i>David Jones</i>	SEE MEDICAL RECORDS
0810 03/02/2015	Batch: Spec: 0001 003	SGT CANUTE, JOSE T. 4321731976 <i>Jose Canute</i>	IR	MIKE FRAZIER <i>Mike Frazier</i>	
0815 03/02/2015	Batch: Spec: 0001 004	SGT DECKER, RONALD U. 3213981212 <i>R. U. Decker</i>	IR	IVAN HARR <i>Ivan Harr</i>	
0820 03/02/2015	Batch: Spec: 0001 005	GYSG HIGH- <i>1/01</i>	EXAMPLE 6: Testing Register with comments and disposition.		
0825 03/02/2015	Batch: Spec: 0001 006	CPL JAMES, JESSE J. 2991903404 <i>Jesse James</i>	IR	MIKE FRAZIER <i>Mike Frazier</i>	
03/02/2015	Batch: Spec: 0001 007	SSGT JOHNSON, ERIC L. 4381413025	IR		NOT AVAILABLE RETURN IS APP
0830 03/02/2015	Batch: Spec: 0001 008	MSGT KEESHAN, ROBERT F. 6901507677 <i>R. Keeshan</i>	IR	IVAN HARR <i>Ivan Harr</i>	
0835 03/02/2015	Batch: Spec: 0001 009	SGT KIRK, JAMES D. 3337040131 <i>James Kirk</i>	IR	DAVID JONES <i>David Jones</i>	
0840 03/02/2015	Batch: Spec: 0001 010	CPL LAWRENCE, JASON K. 2651615735 <i>Jason Lawrence</i>	IR	MIKE FRAZIER <i>Mike Frazier</i>	SUN SEEMED NERVOUS - SHAKING
0845 03/02/2015	Batch: Spec: 0001 011	SGT MOORE, DON L. 4181119451 <i>D. Moore</i>	IR	IVAN HARR <i>Ivan Harr</i>	
0900 03/02/2015	Batch: Spec: 0001 012	SSGT MORTON, ANDERSON O. 1559523419 <i>Anderson Morton</i>	IR	DAVID JONES <i>David Jones</i>	

Marine Corps Drug Testing Program

Testing Subjects

Working Copy

03/02/2015

Rank	Name	DOD ID	Organization	Premise	Due Back	Rationale
GYSGT	DE NIRO, ROBERT .	4591126565		IR		
MGYSG	EASTWOOD, CLINTON .	1681684285		IR		
GYSGT	NORRIS, MATTHEW U.	1420955264		IR		
GYSGT	RICHARDON, BRIAN R.	4551334318		IR		
LCPL	RODRIGUEZ, JOSE M.	5011654627		IR	15 APR	ANN LV
CPL	SCOTT, GEORGE C.	1556672771		IR		

EXAMPLE 10: Working Copy with Due back and Rationale for an individual.

NOT
REQUIRED
IN
TEST
PACKETS

Marine Corps Drug Testing Program

Testing Subjects

Notification Copy

03/02/2015

Rank	Name	DOD ID	Organization	Premise	M/F
MSGT	BANNER, DAVID R.	7189012849		IR	
GYSGT	BROWNE, JAMES H.	5131540573		IR	
SGT	CANUTE, JOSE T.	4381731976		IR	
SGT	DECKER, RONALD U.	3213981212		IR	
GYSGT	HIGHWAY, JOHN H.	4202971371		IR	
CPL	JA			IR	
SSGT	JO	EXAMPLE 8: Notification Copy used to notify leadership.			
MSGT	KE			IR	
SGT	KIRK, JAMES D.	3337040131		IR	
CPL	LAWRENCE, JASON K.	2851815735		IR	
SGT	MOORE, DON I.	4181119451		IR	
SSGT	MORTON, ANDERSON O.	1559523419		IR	
SSGT	NORRIS, CHUCK D.	5941928878		IR	
GYSGT	NORRIS, MATTHEW U.	1420955284		IR	
MAJ	PAINE, KEVIN N.	4351991969		IR	
MGYSG	PETERS, ERIC J.	5478773981		IR	
GYSGT	RAINES, CARL A.	4546719711		IR	

NOT
REQUIRED
IN
TEST PACKET

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)										A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT 150 MARINE MGS BOX 559473 Camp Pendleton CA, 92055										B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES	
2. CASP (CASP) UNIT IDENTIFICATION ** V25 M 11170										C. LAB BATCH NUMBER	
3. CASP (CASP) UNIT IDENTIFICATION ** V25 M 11170										D. DRUGS TESTED	
4. DATE SPECIMEN COLLECTED MM YY 02 27										5. UNIT DOCUMENT NUMBER 0001	
6. TEST BASIS Version L0										7. TEST INFO	
8. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)										9. ACCESSION NUMBER	
(1)	001	3476027561	IR								
(2)	002	4361731976	IR								
(3)	003	1661684285	IR								
(4)	004	7226418739	IR								
(5)	005	2991903404	IR								
(6)	006	4315730791	IR								
(7)	007	4291577516 02 27-15 -3661616736- 2651615738	IR								
(8)	008										
(9)	009										
(10)	010	4291577516	IR								
(11)	011	4273790121	IR								
(12)	012	4176818173	IR								

EXAMPLE 5: Properly performed forensic correction for the EDIPI number of specimen #007. The original EDIPI number is still readable (has only a single line through it using a black ink pen), and the correction is Initialed and dated.

1.1. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		V25	11170	UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)		b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1)	SIGNATURE	James Jones		SIGNATURE		TEMPORARILY SECURED STORAGE	
(2)	NAME	Sgt James Jones		NAME		UPC LOCKER	
(3)	SIGNATURE	UPC LOCKER		SIGNATURE		RETRIEVE FROM SECURED STORAGE	
(4)	NAME	James Jones		NAME		Sgt James Jones	
(5)	SIGNATURE	James Jones		SIGNATURE		TRANSFER CUSTODY / PREPARE SHIPMENT	
(6)	NAME	Sgt James Jones		NAME		SHIPMENT TO NDSL SAN DIEGO	
(7)	SIGNATURE	James Jones		SIGNATURE			
(8)	NAME	Sgt James Jones		NAME			
(9)	SIGNATURE	James Jones		SIGNATURE			
(10)	NAME	Sgt James Jones		NAME			
(11)	SIGNATURE	James Jones		SIGNATURE			
(12)	NAME	Sgt James Jones		NAME			
(13)	SIGNATURE	James Jones		SIGNATURE			
(14)	NAME	Sgt James Jones		NAME			
(15)	SIGNATURE	James Jones		SIGNATURE			
(16)	NAME	Sgt James Jones		NAME			
(17)	SIGNATURE	James Jones		SIGNATURE			
(18)	NAME	Sgt James Jones		NAME			
(19)	SIGNATURE	James Jones		SIGNATURE			
(20)	NAME	Sgt James Jones		NAME			

Example 4: Samples mailed to NDSL San Diego by the SACO after storage in UPC Locker by UPC, retrieved from storage by the UPC and then transfer of custody from the UPC to the SACO.

URINALYSIS BRIEF SHEET

The Observer will:

1. Take positive control of the Marines and only observe one Marine at a time.
2. Ensure that the bottle is in plain view at all times and escort the individual to the collection site.
3. The Observer must position himself/herself to watch the urine leave the body and enter the collection bottle.
4. Observe the individual tighten the lid on the bottle.
5. Escort the individual to the coordinator ensuring that the bottle is in plain view at all times.
6. Print and sign on the Unit Ledger after the individual you observed signs giving custody to the coordinator.

The Coordinator will:

1. Take the I.D. card and match it against the paper work to confirm identity of the individual.
2. Issue the bottle and have the individual check to make sure there is nothing inside the bottle. **Do not allow the individual to blow inside or put anything in the bottle.**
3. When the individual and observer return have only one person at the table at a time.
4. Ensure that there is at least 30 ml of sample in the bottle.
5. Make sure the individual checks his/her name and DoD ID number on the ledger and label then sign the ledger.
6. The individual will then print his/her initials on the label and red tamper proof tape ensuring that they match, and then the coordinator will initial the label.
7. Coordinator will have the individual put the label and red tape on the bottle, and then take the bottle and put it in the correct box.
8. Have the Observer sign the ledger by the individual's name.
9. Return the ID card to the individual and ensure the bottle is placed in the box.
10. At **no time** will the coordinator let the filled bottles out of his possession until he turns it over to the SACO or shipped to the drug screening lab.

I. M. Coordinator IMCoordinator TODAY

Coordinator Rank/name (print)

Signature

Date

IAR N. Observer IAR N. Observer TODAY

Observer Rank/name (print)

Signature

Date

Mee Tu Watch Mee Tu Watch TODAY

Observer Rank/name (print)

Signature

Date

Batch # 0001 to 0003

DATE

MEMORANDUM

From: Substance Abuse Control Officer

To: Commanding Officer, YOUR UNIT, Camp Pendleton, CA

Subj: PERSONNEL FAILING TO REPORT FOR "IR" URINALYSIS

1. The following personnel were in attendance but did not provide for the "IR" urinalysis conducted on DATE.
 - a. Rank, Last, First, M.I., (Co., Bn, Plt)
 - b. Rank, Last, First, M.I., (Co., Bn, Plt)
 - c. Rank, Last, First, M.I., (Co., Bn, Plt)
 - d. Rank, Last, First, M.I., (Co., Bn, Plt)
2. An addendum of test results will be made available once results are received from the Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL).

Your Name
SACO

DATE

MEMORANDUM

From: Substance Abuse Control Officer

To: Commanding Officer, YOUR UNIT, Camp Pendleton, CA

Subj: TEST EVENT SUMMARY (NOTIFICATION OF TEST RESULTS)

1. The following is an event summary of the "IR" urinalysis conducted on DATE.
 - a. Reported Unit End Strength: #####
 - b. Number Selected to Test: #####
 - c. Number Tested: #####
 - d. Number Not Tested: #####
2. An addendum of test results will be made available once results are received from the Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL).

Your Name
SACO

DATE

MEMORANDUM

From: Substance Abuse Control Officer

To: Commanding Officer, **YOUR UNIT**, Camp Pendleton, CA

Subj: NOTIFICATION OF TEST RESULTS ADDENDUM

1. The following are the most recent results of the "IR" urinalysis conducted on **DATE**.
 - a. Number of Negative Samples: #####
 - b. Number of Positive Samples: #####
2. Future results will be made available after being received from the Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL).

Your Name
SACO